

2022 ICCFA ANNUAL CONVENTION & EXPOSITION



Exhibitor Prospectus

March 22-25, 2022
Mandalay Bay Resort & Casino

Dear Exhibitors

I am excited to invite you to exhibit with the ICCFA at the 2022 Annual Convention and Exposition in Las Vegas! Vegas' new slogan is, "What happens here, only happens here," and we couldn't agree more! This year's event will have 11 exhibiting hours, a sprawling expo hall, and plenty of sponsorship opportunities for you to share your company's message and products with decision makers across the deathcare profession. Outside of exhibit hours, there are plenty of networking events planned for you and your team, such as welcome receptions, morning coffee at the Annual Meeting of the Members, the ICCFA Hall of Fame induction, the Celebration of Remembrance, and the Closing Reception and Banquet. And what better way to say we're back than to have the Oak Ridge Boys on the main stage during our Tuesday Night Welcome Reception? Come and socialize with attendees, enjoy hors d'oeuvres and cocktails, and sing along to their signature tune "Elvira." All of this adds up to a great opportunity to boost your brand awareness, generate new leads, and network with current and potential customers. I urge you to reserve your space today and start planning how you will take advantage of the chance to do business in one of the most exciting cities in the US!

Sincerely,



Rick Platter
ICCFA Supplier Relations Manager



Why Exhibit?

Your booth rental provides your company's representative(s) with exclusive admission to the expo hall and all expo functions, as well as all educational sessions and non-ticketed functions. In addition, it includes:

NON-COMPETITIVE EXPO HOURS: ICCFA schedules 11 hours of non-competitive expo hours to ensure that you will have every buyer's undivided attention.

ATTENDEE DIRECTORIES: Exhibitors receive directories of contact information for all convention attendees as part of their booth fee. Other associations charge hundreds of dollars for attendee lists, but we know this is an integral part of your marketing effort and can be crucial to the success of your show. Several weeks prior to the convention, we'll provide an electronic Excel file to allow you to conduct promotional mailings to those who have pre-registered. On-site, you'll receive a digital directory of all attendees on a USB drive. After the convention, you'll receive a final Excel file for your post-convention mailings.

FREE FOOD AND BEVERAGE SERVICE: The ICCFA provides free food and beverage service throughout all expo functions to encourage attendees to stay in the hall and visit every booth. Exhibitors often ask whether they are welcome to this service as well. The answer: Absolutely... please enjoy!

LISTING IN MEMENTO MORI: Your company will be highlighted in a special section of the March/April on-site edition of *Memento Mori*, including your product description and your booth number. This issue receives wide distribution both at the Convention and through the mail to *Memento Mori* readers. Please note that you must submit your booth space application & contract and your exhibitor's profile before January 21, 2022, for inclusion in this listing.

LISTING ON THE ICCFA WEBSITE: Your company will be included in our exhibitor listing on the ICCFA website, including a link to your company's website.

REGISTRATION FOR EXHIBITOR PERSONNEL: Your company will receive three complimentary registrations per booth purchased. Registrations include admission to the expo hall and all expo functions as well as all non-ticketed convention educational sessions and functions. (Please note that this does not include ticketed functions noted as such on the exhibitor personnel form. You may purchase individual tickets for those functions.)

DRAPING AND SIGNAGE: Your booth space will be framed with an 8'-high back drape and 36"-high side rails. You'll also receive a 7" x 44" booth identification sign showing your company name and booth number. (Any alterations made to the standard 8' height dimension, where permitted, will be at the exhibitor's own expense.)

SECURITY GUARD SERVICE: The ICCFA contracts for 24-hour security from move-in through move-out. Note that we do not guarantee against loss or damage.

EXHIBITOR'S DIRECTORY LISTING: All attendees receive a directory of exhibiting companies. Be sure to submit your booth space application & contract by February 11, 2022, to ensure your inclusion in the directory!

BOOTH ASSIGNMENTS: The ICCFA assigns booths on a cumulative point system. Please see page 9 of the prospectus for details. Our goal is to separate competing companies to the best of our ability. In the best interest of our exhibitors, there may be times when we need to ask a company to make a new booth selection to maintain this separation. The ICCFA will have the final say in all booth placements.

2022 Expo Hall

Booth Prices

Corner Booth (10' x 10')

ICCFA members: \$2,400

Non-members: \$2,900

Non-corner Booth (10' x 10')

ICCFA members: \$2,100

Non-members: \$2,700

Non-profit

\$800 for ICCFA members or non-members

Island (20' x 20' or bigger)

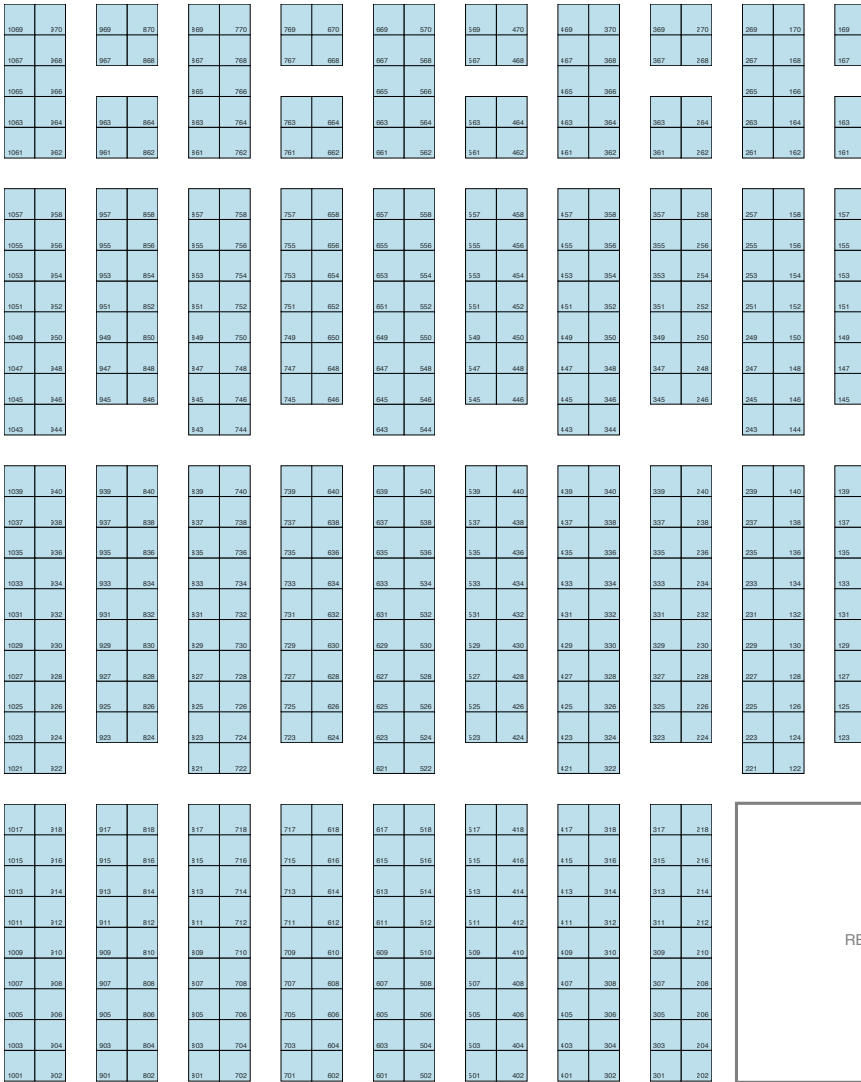
\$2,300 (per 10' x 10' space) for ICCFA members or non-members

Pending Fire Marshal Approval

	2069 1970	1969 1870	1869 1770	1769 1670	1669 1570	1569 1470	1469 1370	1369 1270	1269 1170	1169 1070
	2067 1968	1967 1868	1867 1768	1767 1668	1667 1568	1567 1468	1467 1368	1367 1268	1267 1168	1167 1068
	2065 1966		1865 1766		1665 1566		1465 1366		1265 1166	
2064	2063 1964	1863 1864	1863 1764	1763 1664	1663 1564	1563 1464	1463 1364	1363 1264	1263 1164	1163 1064
2062	2061 1962	1961 1862	1861 1762	1761 1662	1661 1562	1561 1462	1461 1362	1361 1262	1261 1162	1161 1062
2058	2057 1958	1957 1858	1857 1758	1757 1658	1657 1558	1557 1458	1457 1358	1357 1258	1257 1158	1157 1058
2056	2055 1956	1955 1856	1855 1756	1755 1656	1655 1556	1555 1456	1455 1356	1355 1256	1255 1156	1155 1056
2054	2053 1954	1953 1854	1853 1754	1753 1654	1653 1554	1553 1454	1453 1354	1353 1254	1253 1154	1153 1054
2052	2051 1952	1951 1852	1851 1752	1751 1652	1651 1552	1551 1452	1451 1352	1351 1252	1251 1152	1151 1052
2050	2049 1950	1949 1850	1849 1750	1749 1650	1649 1550	1549 1450	1449 1350	1349 1250	1249 1150	1149 1050
2048	2047 1948	1947 1848	1847 1748	1747 1648	1647 1548	1547 1448	1447 1348	1347 1248	1247 1148	1147 1048
2046	2045 1946	1945 1846	1845 1746	1745 1646	1645 1546	1545 1446	1445 1346	1345 1246	1245 1146	1145 1046
	2043 1944		1843 1744		1643 1544		1443 1344		1243 1144	
General Session and Seating						1539 1440	1439 1340	1339 1240	1239 1140	1139 1040
						1537 1438	1437 1338	1337 1238	1237 1138	1137 1038
						1535 1436	1435 1336	1335 1236	1235 1136	1135 1036
						1533 1434	1433 1334	1333 1234	1233 1134	1133 1034
						1531 1432	1431 1332	1331 1232	1231 1132	1131 1032
						1529 1430	1429 1330	1329 1230	1229 1130	1129 1030
						1527 1428	1427 1328	1327 1228	1227 1128	1127 1028
						1525 1426	1425 1326	1325 1226	1225 1126	1125 1026
						1523 1424	1423 1324	1323 1224	1223 1124	1123 1024
						1421 1322		1221 1122		
2018	2017 1918	1917 1818	1817 1718	1717 1618	1617 1518	1517 1418	1417 1318	1317 1218	1217 1118	1117 1018
2016	2015 1916	1915 1816	1815 1716	1715 1616	1615 1516	1515 1416	1415 1316	1315 1216	1215 1116	1115 1016
2014	2013 1914	1913 1814	1813 1714	1713 1614	1613 1514	1513 1414	1413 1314	1313 1214	1213 1114	1113 1014
2012	2011 1912	1911 1812	1811 1712	1711 1612	1611 1512	1511 1412	1411 1312	1311 1212	1211 1112	1111 1012
2010	2009 1910	1909 1810	1809 1710	1709 1610	1609 1510	1509 1410	1409 1310	1309 1210	1209 1110	1109 1010
2008	2007 1908	1907 1808	1807 1708	1707 1608	1607 1508	1507 1408	1407 1308	1307 1208	1207 1108	1107 1008
2006	2005 1906	1905 1806	1805 1706	1705 1606	1605 1506	1505 1406	1405 1306	1305 1206	1205 1106	1105 1006
2004	2003 1904	1903 1804	1803 1704	1703 1604	1603 1504	1503 1404	1403 1304	1303 1204	1203 1104	1103 1004
2002	2001 1902	1901 1802	1801 1702	1701 1602	1601 1502	1501 1402	1401 1302	1301 1202	1201 1102	1101 1002

Hall Hours

Monday, March 21	12 NOON–6 PM Set up		
Tuesday, March 22	8 AM–2 PM Set up	2–4 PM Show management inspection	4–7 PM Expo Hall Grand Opening
Wednesday, March 23	11 AM–5 PM Lunch with exhibitors		
Thursday, March 24	10:30–1:30 PM Lunch with exhibitors	1:30–7 PM Tear down/Move out	



ENTRANCE

Visit iccf.com/annual to view the live floor plan!

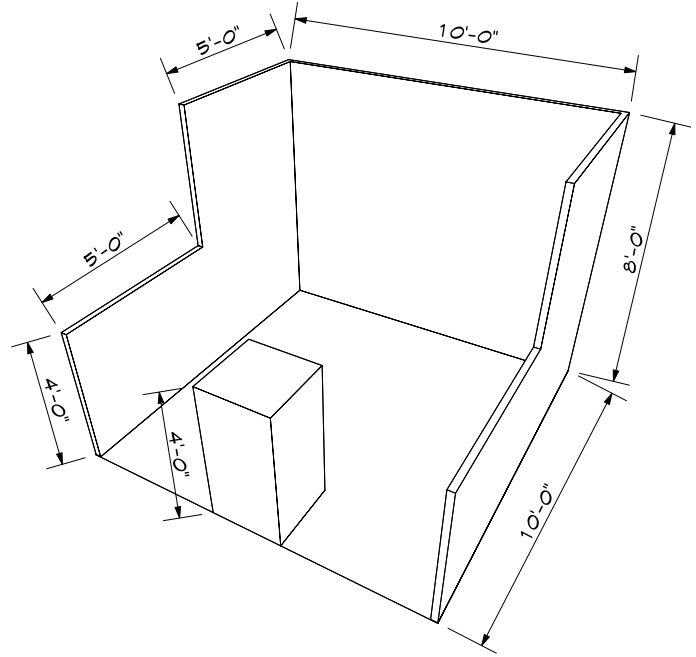
Booth Regulations

Non-Corner Booths

Non-corner booths, shown at right, have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths.

Non-corner booths are 10' wide by 10' deep. A maximum back wall height limitation of 8' is specified.

Regardless of the number of non-corner booths utilized (e.g. 10'x20', 10'x30', 10'x40', etc.), display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8' is allowed only in the rear half of the booth space, with a 4' height restriction imposed on all materials in the remaining space forward to the aisle. (Note: When three or more standard booths are used in combination as a single exhibit space, the 4' height limitation is applied only to that portion of exhibit space which is within 10' of an adjoining booth.)

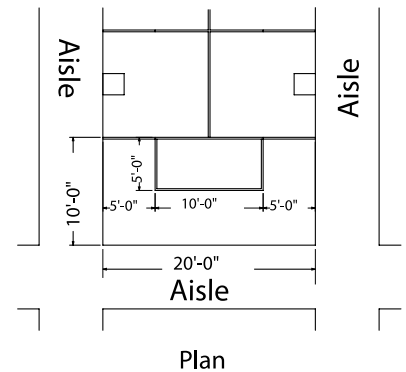
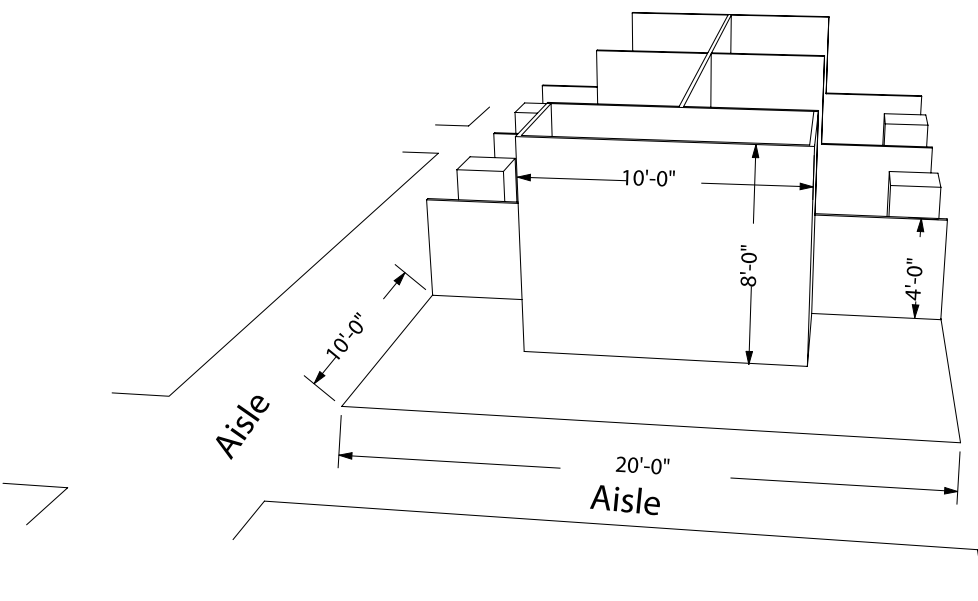


Corner Booths

A corner booth is like a non-corner booth except that it is exposed to aisles on two sides. All other guidelines for non-corner booths apply.

End-Cap Booths

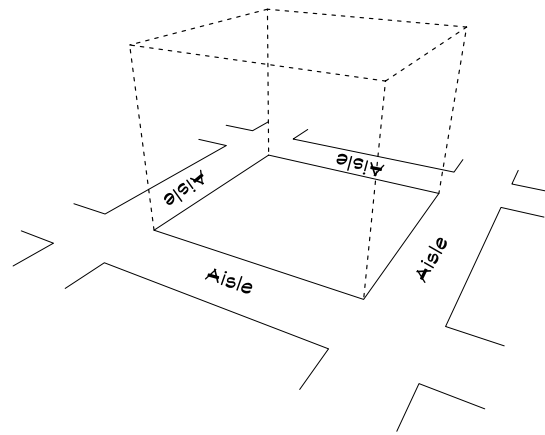
An end-cap booth is exposed to aisles on three sides and composed of two booths. End-cap booths are generally 20' wide by 10' deep. The maximum back wall height limitation of 8' is allowed only in the rear half of the booth space and within 5' of the two aisles with a 4' height restriction imposed on all materials in the remaining space forward to the aisle.



Island Booths

An island booth is four or more standard booths exposed to aisles on all four sides. It may or may not have a second story.

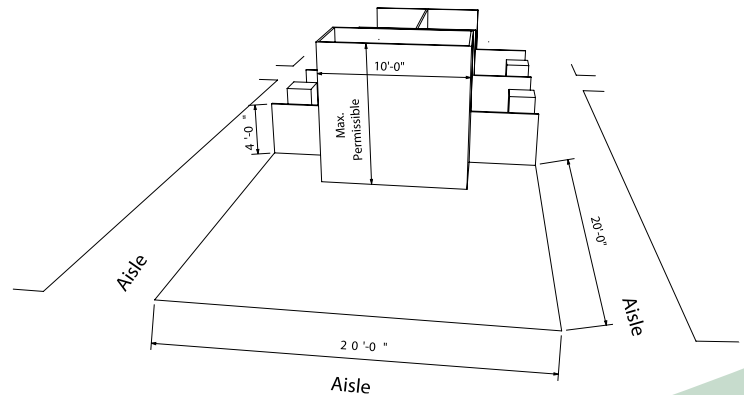
An island booth is typically 20' x 20' or larger, although it may be configured differently. A maximum height of 16', including signage, will be permitted. Sufficient see-through areas must be provided to prevent blocking views of adjacent exhibits.



Peninsula Booths

A peninsula booth is exposed to aisles on three sides and composed of a minimum of four booths. It may or may not have a second story as depicted here.

A peninsula booth is usually 20' x 20' or larger. When a peninsula booth backs up to two standard booths, the back wall is restricted to 4' high within 5' of each aisle, permitting adequate line of sight for the adjoining standard booths. A maximum height of 16', including signage, for center portion of the back wall will be permitted.



Booth Applications & Assignments

Applications for booth space are to be made using the forms on pages 7–8 and are to be accompanied by a non-refundable deposit. No requests for exhibit space will be accepted by telephone. All applications received by November 24, 2021, will be assigned on a cumulative point system. Applications received after November 24, 2021, will be assigned on a first-come, first-served basis as space permits after initial assignments have been made. Rick Platter will contact each applicant to make his/her company's booth selection. Booth assignments may be changed by the ICCFA only with prior approval of the exhibitor. If circumstances beyond the control of the ICCFA require a reassignment, the association will consult with the exhibitor to locate an alternative space. The ICCFA will have final authority on booth assignments.

Booth assignments will be made based on the number of points a company (whose form is received by November 24, 2021) has accumulated (page 9), giving first preference to companies with the greatest number of points. In the event two or more companies with the same number of points request the same space, preference will be given to the company whose application was received first in the ICCFA office. If booth applications are received on the same day, preference will be given to the company exhibiting with the ICCFA the most number of years since 1970. A copy of total points accrued from 1970 to the present is available from the ICCFA upon written request. The ICCFA reserves the right to assign space to companies requesting a large quantity of booth spaces in a manner that ensures maximum efficiency.

2022 ICCFA Annual Convention & Exposition

March 22–25, 2022 • Mandalay Bay Resort & Casino • Las Vegas, Nevada

<input type="checkbox"/> First Time Exhibitor	For Office Use Only
<input type="checkbox"/> IMSA Member	Booth # _____
<input type="checkbox"/> PLPA Member	Points _____

BOOTH SPACE APPLICATION & CONTRACT COMPANY INFORMATION TO BE PUBLISHED IN EXHIBITOR DIRECTORY

Due November 24, 2021, for assignment under the cumulative point system. Please provide information about your company below.

Exhibiting company name _____

Address _____

City _____ State/Prov _____ Zip/Postal Code _____

Other/additional (addresses outside USA) _____

Phone _____ Company email _____ Website _____

Main contact for company _____

PERSON RESPONSIBLE FOR MARKING BOOTH SELECTION/FERN EXPO CONTACT

The following individual will serve as the authorized representative of the company listed above regarding the 2022 ICCFA Exposition. This person will receive all exhibit-related mailings and emails regarding the exposition.

Name of authorized representative _____

Email _____

Office phone _____ Cell phone _____

I have read the rules and regulations pertaining to the 2022 ICCFA Exposition and agree that all representatives and exhibiting personnel from my company will comply with them.

Signature of authorized representative _____

BOOTH SELECTION AND FEES

Application is to be accompanied by \$500 **per booth** non-refundable deposit to be eligible for assignment. All applications received by November 24, 2021, will be assigned based on ICCFA's point system. All other applications will be assigned on a first-come, first-served basis.

Booth Selections (Visit iccf.com/annual to see the virtual floorplan)

1st choice: _____ 2nd choice: _____ 3rd choice: _____ 4th choice: _____ 5th choice: _____ 6th choice: _____

Vehicles: Will your booth space include vehicles? YES NO If yes, how many? _____

Number and type of booths requested

ICCFA MEMBER	NON-MEMBER
# of non-corner booths _____ @ \$2,100 each = \$ _____	# of non-corner booths _____ @ \$2,700 each = \$ _____
# of corner booths _____ @ \$2,400 each = \$ _____	# of corner booths _____ @ \$2,900 each = \$ _____
Island booth _____ x _____ @ \$2,300 per 10'x10' = \$ _____	Island booth _____ x _____ @ \$2,300 per 10'x10' = \$ _____
NON-PROFIT BOOTH: # of table tops _____ @ \$800 each = \$ _____	NON-PROFIT BOOTH: # of table tops _____ @ \$800 each = \$ _____

TOTAL COST OF EXHIBITION SPACE: \$ _____ **TOTAL ENCLOSED (minimum of \$500 per booth)** \$ _____

Full payment due by January 21, 2022. Any balance remaining on total due will be charged on January 21, 2022, to credit card provided.

PAYMENT INFORMATION

Check: (Please make payable to ICCFA) Credit Card: DISCOVER VISA MASTERCARD AMERICAN EXPRESS

Credit card number _____ Exp. Date _____

Name as it appears on credit card _____ Security ID _____
(3-digit # on back of card or 4-digit # on front of AmEx card)

Card holder's billing address & zip code _____

Email address (receipt will be emailed to you) _____

Signature _____

FOR OFFICIAL USE ONLY			
Date Rec'd _____	Co. ID # _____		
Deposit \$ _____	<input type="checkbox"/> CC	<input type="checkbox"/> Check # _____	Balance due \$ _____

Booth Space Application & Contract (continued)

COMPETITION PROXIMITY

The ICCFA will make every effort to comply with your request to be close to or separated from specific companies. However, this may not always be possible. The ICCFA will have final authority on booth assignments. Please list names of specific companies, not categories.

We wish to be close to the following companies:

We wish to be separated from the following companies:

EXPO HALL SPECIFICATIONS

This exhibitor prospectus is part of the booth space application & contract for the 2022 ICCFA Annual Convention & Exposition. Each exhibitor agrees to meet any applicable requirements of the federal, state and municipal governments, police and fire departments of the city and the management of the building, and to obtain and pay for all necessary permits and licenses, should any be required for the display of your exhibit. Each exhibitor shall be responsible for collecting and/or paying all applicable local, state and federal taxes.

LOCATION: The Expo Hall(s) is Baysides E & F at the Mandalay Bay Resort & Casino, 3950 S Las Vegas Blvd., Las Vegas, NV 89119. All general sessions and food functions will be held in the expo hall.

SERVICE KITS: Exhibitor service kits will be provided by the general contractor, the Fern Expo Co., listing available services, electrical equipment, booth furniture and decorating materials, together with forms and will be emailed to exhibitors in December 2021. The completed forms should be returned to the appropriate service company by the specified date. Please be sure to include your email address on the application form.

CARPET: The Mandalay Bay Resort & Casino Baysides E & F are not carpeted. Carpet order forms will be available in your service kit.

CEILING HEIGHTS: The ceiling height within the hall is 30'.

DECORATOR: ICCFA's official decorator for the 2022 ICCFA Annual Convention & Exposition is the Fern Expo Co.

DISMANTLING: All exhibits must be removed from the expo hall by the exhibiting company at its own expense no later than 7 PM on Thursday, March 24, 2022. If an exhibitor fails to remove its exhibit on this day, the ICCFA may remove such exhibit to a storage warehouse at the expense of the exhibitor, who shall pay any damages or expenses incurred by the association in removing the exhibit.

LOADING/UNLOADING: You are strongly encouraged to utilize the services of Fern Expo Co. and their official freight company for shipment of material because they are the only ones who will have access to the docks. Fern Expo Co. will provide more specific information in their service kit, which will be available in December 2021. Please contact Fern Expo Co. if you have questions about how to ship your display.

SHIPPING INSTRUCTIONS: All materials must be shipped to and handled by Fern Expo Co. No exhibitor material will be accepted by the convention center or by the ICCFA, nor will the association assume responsibility for loss of or damage to goods consigned or shipped to it. All goods must be plainly marked with the exhibitor's name and assigned booth number. Under no circumstances will goods be accepted on which there are charges due. Shipments should arrive no later than two weeks prior to the show in order to avoid late surcharges. For advance shipments, please send to the address that is stated in the Fern Expo Co. service kit (available in December 2021).

TRAVEL AND ACCOMMODATIONS: Our host hotel is the Mandalay Bay Resort & Casino. The ICCFA has obtained a discounted room rate **starting at \$148 per night plus taxes** for convention attendees and exhibitors, as well as a reduced resort fee of \$30. To book online, please visit iccfa.com/annual. The cut-off date for making reservations at the Mandalay Bay Resort & Casino is February 11, 2022; however, please note that we expect our room block to sell out, so we encourage you to make your reservations early. Please remember to identify yourself as an ICCFA attendee to obtain the discounted rate.

UNION INFORMATION: Exhibitors may set up their own booths with their own full-time employees. Teamsters Union claims jurisdiction on the erection, touch up, dismantling and repair of all exhibits when this work is done by persons other than your full-time employees. Decorators' jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products or the performance, testing, maintenance or repair of your products. Teamsters has jurisdiction over unloading and loading trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. Exhibitors may hand-carry material if they do not use material handling equipment. They will not have access to loading docks or freight door areas if they do this.

FLOOR/WEIGHT LIMITATIONS: There is a 250-pounds-per-square-foot weight limitation in the convention hall.

FREE EXHIBITOR PROFILE

The March-April issue of the *Memento Mori* will include profiles of all exhibitors who meet the submission guidelines and deadlines outlined below. The magazine will be available on-site at the ICCFA Annual Convention & Exposition and will be mailed to ICCFA members and to thousands of independent cemetery, crematory & funeral home owners nationwide.

Profiles are limited to 250 characters. We also will run either your logo or a photo of one product. Use your 250 characters to describe your company, attract people to your booth and tell readers who can't attend the ICCFA Annual Convention how to get more information about you.

Profile submission deadline: JANUARY 21, 2022. Profiles must be submitted via the online form at iccfa.com/annual. If you would like to rerun your 2021 profile, select the "include 2021 logo/photo" option.

Note: You do not need your booth number to submit your profile. No profiles will be accepted after this date. The ICCFA reserves the right to edit all copy.

Submit Registration

PLEASE MAIL THIS FORM WITH PAYMENT TO: International Cemetery, Cremation and Funeral Association, 107 Carpenter Drive, Suite 100, Sterling, VA 20164

OR FAX BOTH SIDES TO: 703.391.8416

OR SCAN AND EMAIL TO: Rick Platter at rplatter@iccfa.com

Form and deposit are to be received by November 24, 2021, for booths to be assigned under the cumulative point system. Balance is to be paid in full by January 21, 2022.

Questions?

Please call Rick Platter at 571.323.2985

Rules of the Expo

Necessary regulations for the proper conduct of the exhibits as set forth herein are not considered all-inclusive, nor are they deemed or considered to be exclusive of such other reasonable rules and regulations as may or might become necessary to properly conduct this exposition. Such timely regulations and decisions, as shall be necessary in addition to the following, shall be at the discretion and judgment of the ICCFA's Executive Director, whose decisions and rulings shall be final in all cases, in addition to those explicitly enumerated herein. By signing the space application, the exhibitor agrees for itself and its representatives to abide by all such rules and regulations as well as the decision of the exposition management and the ICCFA Executive Director in interpreting the same.

ACTS OF GOD: The performance of this agreement by either the ICCFA or the exhibitor is subject to acts of God, war, terrorism, government regulation, disaster, strikes, civil disorder, curtailment of transportation facilities or other emergencies making it inadvisable, illegal or impractical to provide the facilities or to hold the Annual Convention & Exposition. It is provided that this agreement may be terminated for any one or more such reasons by written notice from one party to the other without liability.

ADVERTISING: Suppliers are encouraged to promote their products and services in *Memento Mori*, the official magazine of the ICCFA. Advertising packages and pricing can be obtained by contacting Rick Platter at 1.800.645.7700; rplatter@iccf.com.

AFTER-HOURS ADMISSION TO THE EXPO HALL: During show days, exhibitors are required to wear badges and may enter the hall one hour prior to the scheduled opening time of convention and exhibit activities and remain one hour after the scheduled closing time. Access to the expo hall at all other times must be approved by the Executive Director of the ICCFA or a representative.

BOOTH GUIDELINES: If an exhibitor is using its rental space in a manner that is detrimental to the association, convention or exposition, or infringes on the rental of space by other exhibitors (including sight observation, soliciting products or services outside of the booths assigned, excessive noise, heat, light or pollution emanating from exhibits), or if an exhibitor's display is not in keeping with the character and purpose of the show, the association, through its Executive Director, reserves the right to request corrective action. If an exhibitor is unable or refuses to comply with this request, the association reserves the right to cancel the use for that space, or bar from the exposition hall that exhibit or any part of that exhibit, person or thing, and to remove the exhibit from the exposition hall. In the event that such action is necessary, the exhibitors shall forfeit all money paid or due the association for rental of the booth space.

CHILDREN: Children (minors under the age of 18) are not allowed on the exhibit floor during setup or tear down of exhibit booths.

CANCELLATION OF BOOTH SPACE: The exhibitor shall give the ICCFA written notice of intention to cancel or withdraw from the exposition. In the event that notice is received by January 21, 2022, the exhibitor will receive a refund, except for the \$500 per booth deposit, which is non-refundable. In the event that notice is received after January 21, 2022, no refunds will be made and the canceling party will be liable for the entire rental fee in the event that the association is unable to resell the space(s). **Under no circumstances will the \$500 per booth deposit be refunded.**

CANCELLATION, INTERRUPTION, OR POSTPONEMENT OF THE EXPOSITION: In the event that the exposition is canceled, interrupted or postponed due to any occurrence not occasioned

by the conduct of the ICCFA, whether such occurrence be, but not limited to, an act of God, or the result of war, terrorism, riot, civil commotion, strikes, sovereign conduct or by any other cause, or if circumstances make it impossible or impractical for the ICCFA to permit any exhibitor to occupy the premises, the ICCFA shall make a good faith effort to adjust the rental fee for space based on the period of time the space was or could have been occupied by such exhibitor, and the ICCFA is released from any and all claims for damages which may arise in consequence thereof.

CARE OF BUILDING: No exhibitors shall allow any article to be brought into or any act done on the premises that will increase the premiums on or void the policies of insurance held on the building, or injure or deface any part of the building, or permit anything to be done by its representatives or employees by which the premises shall in any manner be damaged, marred or defaced.

CUMULATIVE POINT SYSTEM: Exhibitors accrue five points for their first booth rented each year and one additional point for each booth rented in excess of one per year. Exhibitors accrue one point for each table on display utilized at ICCFA's former Cemetery Operations & Maintenance Conference and the Annual Convention & Exposition.

Points are awarded for advertising placed in *Memento Mori* as follows: 2 points for ads larger than ½ page, 1 point for ads ½ page or smaller; 2 points for a one-year banner ad on the ICCFA website (www.iccfa.com) and ½ point for each three-month banner ad in the ICCFA *Wireless* e-newsletter. Advertising points accrued during the 12-month period of December 2020 through November 2021 will be credited toward the 2022 point system. The ICCFA also recognizes our conference and convention sponsors with points, at a rate of ½ point per \$1,000 in sponsorship or charitable donations towards the ICCFA, beginning with sponsorships and/or charitable donations towards the ICCFA contributed since 2008.

Booth assignment points will be credited only to the entity or person that earned the points and cannot be shared with or assigned to another entity or person. A person or entity owning more than one operation or organization may apply for and rent booth space under its own name and permit its component organizations or entities to use that space. However, the point total used for assignment of space will be based solely on the points earned by the owning or controlling person or entity and will not include points earned by its components or members.

Identifiable components may apply for and rent space under their names, rather than the name of the person or entity controlling the component, and have assignments made based on the component point total. If two entities merge or combine, the surviving organization or operation will receive the higher of the two-point totals, but not the combined totals.

EXPO HALL PASSES: Exhibitors wishing to bring visitors to the convention or into the expo hall may purchase expo hall session passes at the ICCFA's registration desk. Please note that guests using these passes may only visit the expo hall and not any of the educational sessions, and may visit the expo hall ONLY for that one specific session or time-period. These passes are not intended for use by exhibiting personnel.

EXHIBITOR'S PROFILE: The booth space application & contract included in this mailing requests that each exhibiting company provide the ICCFA with a descriptive profile detailing the product, service or history of the company for inclusion in the March/April on-site convention issue of *Memento Mori*. The description should be brief

and factual and must be submitted by January 21, 2022.

EXHIBITOR REPRESENTATIVES: Each exhibiting company shall assign at least one person to be its representative in connection with the installation, operation and removal of its exhibit. The representative shall be the agent of the exhibitor and shall have the authority to enter into this agreement and such service contracts as may be necessary, on behalf of the exhibitor.

All business between the ICCFA and the exhibitor will be conducted only through the latter's designated representative and no other person. Exhibitors desiring to change representatives must notify the association in writing. Three complimentary registrations are provided with each booth and one complimentary registration is provided with each tabletop. All exhibit personnel must register for the ICCFA Annual Convention & Exposition. An exhibitor personnel registration form will be emailed to you. In order for the name of a representative and exhibiting company to appear in the convention pre-registration directory, the pre-registration form must be received by February 11, 2022.

Exhibitors will be provided identification badges in accordance with exhibitor convention registration policy. Badges will not be transferable and will be required for admittance to the exposition hall. To be permitted entrance to the exposition hall, an organization or person(s) supplying goods and services to the cemetery, funeral service, cremation and memorialization industry must have contracted for booth space. **Persons requiring badges to be re-printed for whatever reason will be responsible to pay a \$20.00 re-print fee prior to entering the expo hall.** Non-exhibiting firms and/or persons will not be permitted to conduct promotional or sales activities in the exposition hall. Anyone violating this policy will be escorted from the exposition hall and their registration credentials may be revoked.

FIRE REGULATIONS: Exhibitors agree to adhere to all exposition hall fire regulations in designing, setting up and operating their exhibit. Gasoline or other flammable materials shall not be permitted in the exposition hall unless essential to either display or exhibit. In no case shall gasoline or other flammables be stored in the halls.

FOOD AND BEVERAGES: The ICCFA will provide free food and beverage service at assigned food and bar stations throughout all exhibit hours. Exhibitors who wish to provide food and/or beverages within their booth may do so through the catering manager at the convention center. Outside food and beverages, including copious amounts of candy or give away treats, are not permitted within the hall.

FORCE MAJEURE: If any part of the Mandalay Bay Resort & Casino is destroyed or damaged by any cause, that renders the holding of this exposition impractical, the performance of this agreement is excused. However, exhibitors shall be liable for all fees due under this agreement which have accrued as of the time of termination. However, if such lack of performance is due to the acts or omissions of any exhibitor, then the party responsible for such acts or omissions shall be liable for the full amount hereunder in addition to charges for related claims and damage. The exhibitor hereby waives any claim for damages or compensation from the ICCFA or the Mandalay Bay Resort & Casino on account of such termination.

FERN EXPO CO. SERVICE CENTER: A Fern Expo Co. representative will be available at the service desk during move-in and move-out times, all show hours as well as one hour prior to and one hour after the scheduled show hours, to address questions regarding orders and other services.

Rules of the Expo continued

HANGING SIGNS AND OTHER MATERIALS:

Exhibitors wishing to hang signs or other materials over their booth(s) must submit a written request to the attention of ICCFA's show manager and Fern Expo Co. for approval thirty (30) days prior to the convention.

INSTALLATION AND DISMANTLING: Exhibitors will be permitted to begin assembling their exhibits at 12 NOON on Monday, March 21, 2022. In all cases, booths must be substantially set up by 4 PM on Tuesday, March 22, 2022, for inspection by the ICCFA Executive Director and/or the designated exposition manager to ensure compliance with the rules and regulations set forth in this prospectus.

In the event an exhibit has not been properly set up by that time, the ICCFA reserves the right to remove unsightly materials or to cover them in an appropriate manner at the exhibitor's expense. Exposed unfinished sides or exhibit backgrounds must be draped to present an attractive appearance. The exhibit will be inspected during the set-up time and the decorator, with the approval of the show manager, will provide draping as deemed necessary. Any charges incurred will be the responsibility of the exhibitor. No set-up will be permitted during exposition hours. Exhibitors who plan to hire the services of another exhibit service firm (other than the official service contractor, Fern Expo Co.) must abide by the following rules:

1. They must notify ICCFA by January 21, 2022, of the name, address and telephone number of the service firm, and the name of the supervisor in attendance.
2. The service firm must notify ICCFA by January 21, 2022, of the names of all exhibiting companies for which it has orders and the names of all employees working on the show, and furnish proof that adequate insurance is maintained to cover possible liabilities.
3. Upon arrival at the exposition site, service companies must check in at the exhibitor registration booth to receive permits to work on the exposition floor. The unpacking, assembly and dismantling of displays and equipment may be done by employees of the exhibiting company.

Fern Expo Co. will have skilled craftsmen available to perform these services if needed. Arrangements for all temporary labor should be made through Fern Expo Co. Official labor order forms are included in the Exhibitor Service Kit.

DISMANTLING: All exhibits must be removed from the exhibit area by the exhibiting company at its own expense no later than 7 PM on Thursday, March 24, 2022. If an exhibitor fails to remove its exhibit on this day, the ICCFA may remove such exhibit to a storage warehouse at the risk and expense of the exhibitor, who shall pay any damage or expense incurred by the association in removing the exhibit. No exhibit or part of an exhibit may be removed from the space allocated during the period of the exposition, except in cases of extreme necessity. Permission for such removal must be obtained from the ICCFA Executive Director or a designated representative. Any exhibit torn down prior to official closing time without permission from the ICCFA Executive Director or a designated representative will not accrue points for the current year.

INSURANCE: Exhibitors must make provisions for the safekeeping of their goods before, during and after the ICCFA exposition. Neither the ICCFA nor the management of the exposition hall shall be responsible for any injury which may occur to an exhibitor or its representatives or employees, nor for the safety of any exhibit or other property against robbery, fire, accident or any other destructive cause. Insurance, if desired, shall be taken out by the exhibitor, who hereby agrees to hold the ICCFA

harmless and free from all damages or liabilities of any kind.

LIABILITY: The exhibitor, on its own behalf and on behalf of its employees and agents, assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the ICCFA, the Mandalay Bay Resort & Casino, the official service contractor and their employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines, and attorneys' fees arising out of or caused by exhibitors' installation and removal, maintenance, occupancy or use of the exposition premises or part thereof, excluding any such liability caused by the sole negligence of ICCFA, the Mandalay Bay Resort & Casino, the official service contractor, their employees and agents.

In addition, the exhibitor acknowledges that the ICCFA and the Mandalay Bay Resort & Casino do not maintain insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor. All exhibitors are encouraged to obtain all risk coverage. This can be done by riders to existing policies, often at no extra cost.

OUTSIDE EXPOSITION AND ACTIVITIES: During scheduled convention activities, the exhibitor agrees, subject to expulsion from the show and its firm from convention functions and activities, not to exhibit its products or services or to directly promote or otherwise exploit its company, products or services outside the exposition hall. Exhibitor also agrees not to entertain convention attendees during exposition or convention program hours in a rental function room, hospitality suite or other rented facility, or otherwise induce attendees away from the show or scheduled convention events.

PAYMENT SCHEDULE: Each application for exhibit space must be accompanied by a non-refundable deposit of \$500 per booth and received by November 24, 2021, to be eligible for assignment under the cumulative point system. Full payment for exhibit space is due on January 21, 2022. If the balance on the booth payment is not received by January 21, 2022, the ICCFA reserves the right to charge it against a credit card on file. Failure to pay the rental fee in full by this date will result in an automatic cancellation of this agreement. Under no circumstances will an exhibitor be allowed to set up an exhibit unless full payment of the rental booth(s) space has been received.

PHOTOGRAPHY/VIDEOGRAPHY: No photography or videography will be permitted in the expo hall except by pre-approved members of the trade press and the official show photographer, who will be identified as such by their badges. Unauthorized cameras, as well as electronic devices such as cell phones that are being used to take photographs, will be removed from the hall.

PROTECTION OF EMPLOYEES AND PROPERTY: Exhibitors agree to release and to protect and hold harmless the ICCFA and its officers, directors and employees from any and all claims for damages, suits, etc.; for injuries to themselves, their representatives or employees; and for damage to property in their custody, owned or controlled by them, which claims for damages, suits, etc., may be incident to, arise from, grow out of or be connected with their use or occupation of space.

PROTECTION OF THE PUBLIC: Exhibitors must protect machinery and exhibits to ensure that no injury will result to the public, visitors, guests, employees or any other person or property. Exhibitors agree to protect and hold harmless the ICCFA and its officers, directors and employees for any and all claims which may result on account

of injury, loss or damage sustained upon the space occupied by the exhibitors respectively, or on account of machinery and property under the control of such exhibitors or on account of negligence of exhibitors, their representatives, employees or agents.

SECURITY SERVICE: The ICCFA will provide security on a 24-hour basis beginning at 5 PM on Sunday, March 20, 2022, but neither the association nor the Mandalay Bay Resort & Casino will guarantee the exhibitors against loss or assume responsibility for fire, theft or other damage of any sort.

SMOKING POLICY: The ICCFA has designated the convention a non-smoking area. Smoking will not be permitted any time during move-in, move-out or during dates of the convention.

SOLICITING BY NON-EXHIBITORS: Soliciting in any manner within the exposition hall by any supplier, individual, group, company or firm, within or outside the industry, is strictly forbidden unless said person, group or firm has received permission from the ICCFA. Any person, group or firm that has received permission but is found soliciting in the exposition hall or elsewhere in the convention hotel will be required to forfeit their convention badge(s) to the association and will be barred from the exposition hall, from all meeting and function rooms and other areas being used by the association, and from all official activities of the convention. Those forfeiting convention badges will not be entitled to refunds of any registration fees or other monies paid to the association.

To be permitted to conduct promotional or sales activities in the exposition hall, an organization or person(s) supplying goods and services to the cemetery, funeral service, cremation and memorialization industry must have contracted for booth space. Non-exhibiting firms and/or persons will not be permitted to conduct promotional or sales activities in the exposition hall. Anyone violating this policy will be escorted from the Hall and their registration credentials revoked.

SUBLETTING SPACE: No exhibitor shall assign, subject or apportion the whole or any part of the space allotted to it, nor exhibit therein, nor permit any other person or party to exhibit therein, any goods other than those manufactured or handled by the exhibitor in the regular course of its business.

SPANNING AISLES: No exhibit will be permitted to span an aisle by ceiling or floor covering.

UNOCCUPIED SPACE: The ICCFA reserves the right to rent to any other exhibitor previously rented but unoccupied space after 12 noon on Tuesday, March 22, 2022, on the opening date of the exposition. Moreover, this clause shall not relieve the exhibitor who contracted for the booth space of the financial obligations to pay the full amount, or any portion thereof, of said rental fee, in the event that the ICCFA is unable to rent the space at the same rental rate as agreed to by the entity originally assigned the space.

USE & CARE OF THE EXHIBITOR'S SPACE: Exhibitors agree that all products to be displayed are suitable to the cemetery, funeral service, cremation and memorialization industry. Booth space will be used only for display purposes and soliciting in the aisles will not be permitted. Each exhibitor shall care for, keep in good order and surrender the space occupied by it in the same condition as it was at the commencement of the occupation, ordinary wear expected. Daily maintenance is the responsibility of the exhibitor and not included in the cost of booth space. Vacuuming service may be ordered through Fern Expo Co.

Sponsorship

Keynote Speaker Daymond John

Exclusive: \$40,000

Keynote Speaker Mark Scharenbroich

Exclusive: \$25,000

Keynote Speaker Lynne Lancaster

Exclusive: \$20,000

Keynote Speaker Rikard Steiber

Sponsors will have the opportunity to introduce the speaker(s) they sponsor.

Exclusive: \$5,000

App Guide to the Convention

Have your company's logo seen whenever someone uses the ICCFA App, which will be a comprehensive guide to the Convention and Expo.

Exclusive: \$10,000

Co-sponsor: \$4,500

Registration Booth Kick Plates

Have your company's logo visible to all attendees as they visit the registration booth. Limited to two sponsors!

Exclusive: \$10,000

Co-sponsor: \$4,500

Bag Inserts

You may insert advertisements into the registrant tote bags. Limited to 10 inserts! Materials due February 28, 2022.

\$2,000 per page

Hand Sanitizers in Hall

Help the ICCFA provide a safe environment for attendees and exhibitors alike by having your logo on a hand sanitizer station. *Limited number available!

Exclusive: \$8,000

Co-sponsorship: \$4,000

Virtual Platform

Exclusive: \$10,000

Co-sponsorship: \$2,500

Sponsored Sessions

Sponsor educational sessions by various speaker who cover a variety of topics including: business management, cemetery operations, cremation, funeral home operations, sales and marketing, and technology. Visit iccfa.com/annual for a full list of session.

Exclusive: \$2,000

Directional Signage

Attendees will see your logo on the directional signage as they navigate the expo hall and breakout rooms. *Limited number available

Exclusive: \$8,000

Co-sponsor: \$4,000

The Oak Ridge Boys Concert Food & Beverage

Help take this concert night to the next level with finger foods and drinks.

Co-sponsorship: \$3,000

General Session Staging and Audio/Visual

Exclusive: \$50,000

Co-sponsor: \$1,500

USB Drive

Exclusive: \$5,000

Expo Lounges

There will be several lounges around the expo hall for attendees to sit down, eat, have a conversation and relax. Sponsors are allowed to customize their lounge. Limited number available!

Exclusive: \$5,000 per lounge Co-sponsor: \$3,000 per lounge

Convention Scooters

Allow attendees the ability to navigate around the expo hall on a scooter sponsored by your company. Limited number available!

Exclusive: \$2,000

Co-sponsor: \$1,000

Opportunities

Aisle Signs

Exclusive: \$14,000

Co-sponsor: \$7,000

Expo Hall Announcements

Promote booth giveaways, drink tastings, special offers and more during expo hours!

\$500 each

Daily Show Email

The Daily Show email is sent out to all attendees, providing useful information for the next day's events. Sponsor this email and see your company's banner ad at the top of the email. Limited to four sponsors.

\$1,000 per day

Coffee Breaks

One of the best sponsorship values, gain repeated exposure at one of the several coffee breaks throughout the week. Sponsor for \$7,500 and your company's logo will also be printed on the coffee cups used during the breaks.

Exclusive: \$7,500

Co-sponsor: \$4,500

Expo Hall Grand Opening Reception

Gain the attention of registrants during the first night of the Annual Convention & Exposition. Contribute \$10,000 and your company's logo will be printed on the napkins used during this reception.

Exclusive: \$20,000

Co-sponsor: \$10,000

Wednesday Lunch in the Expo Hall

Have your company recognized by all attendees during free food & beverage service during this five-hour Expo Hall session.

Exclusive: \$25,000

Co-sponsor: \$5,000

Sponsorships subject to change and availability.

Expo Hall Happy Hour

Invite attendees to have a drink with you during this two-hour reception.

Exclusive: \$15,000

Co-sponsor: \$5,000

Pet Loss Professionals Alliance (PLPA) Reception

This event welcomes pet loss professional attendees to the Annual Convention with a reception just for them.

Exclusive: \$8,000

Co-sponsor: \$1,000

First Timers Reception

Let first time convention attendees know how excited you are to have them join the Annual Convention by sponsoring a reception just for them.

Exclusive: \$8,000

Co-sponsor: \$1,000

Thursday Brunch in the Expo Hall

Another excellent opportunity for extended exposure during a packed three-hour Expo session.

Exclusive: \$20,000

Co-sponsor: \$3,000

Legal & Legislative Luncheon

Gain exposure with our government & legal committee and state association leaders in this 2-hour luncheon.

Exclusive: \$5,000

Co-sponsor: \$2,000

Closing Banquet

The final event to cap off a productive and fantastic week with attendees. Contribute \$10,000 and your company's logo will be printed on the napkins used at the open bars.

Exclusive: \$20,000

Co-sponsor: \$8,000

Want to learn more? Contact us!

John Bolton, CCE, CCrE, CSE, CXE

Annual co-chair

john@oneblackstone.com

423.439.9181

Lori Salberg, CSE, CXE

Annual co-chair

lori@j3techsolutions.com

408.642.8852

Kelly Spann, CMP

Meeting Manager

kspann@iccfa.com

703.391.8405

2022 ICCFA Annual Convention & Exposition Sponsorship Commitment Form

COMPANY INFORMATION

Name _____

Title _____

Company _____

Address _____

City _____

State/Prov _____

Zip/Postal _____

Phone _____

Email _____

LEVEL OF SPONSORSHIP

We would like to contribute \$ _____ as an exclusive sponsorship **OR** co-sponsorship at the 2022 ICCFA Annual Convention & Exposition. In particular, we are interested in sponsoring (if applicable):

- | | | |
|---|---|--|
| <input type="checkbox"/> Keynote Speaker Daymond John | <input type="checkbox"/> General Session Staging and Audio/Visual | <input type="checkbox"/> Coffee Breaks |
| <input type="checkbox"/> Keynote Speaker Mark Scharenbroich | <input type="checkbox"/> Direction Signage | <input type="checkbox"/> Expo Hall Grand Opening Reception |
| <input type="checkbox"/> Keynote Speaker Lynne Lancaster | <input type="checkbox"/> The Oak Ridge Boys Concert - Food & Beverage | <input type="checkbox"/> Wednesday Lunch in Expo Hall |
| <input type="checkbox"/> Keynote Speaker Rikard Steiber | <input type="checkbox"/> USB Drive | <input type="checkbox"/> Expo Hall Happy Hour |
| <input type="checkbox"/> App Guide to the Convention | <input type="checkbox"/> Expo Lounges | <input type="checkbox"/> PLPA Reception |
| <input type="checkbox"/> Registration Booth Kick Plates | <input type="checkbox"/> Convention Scooters | <input type="checkbox"/> First Timers Reception |
| <input type="checkbox"/> Bag Inserts | <input type="checkbox"/> Aisle Signs | <input type="checkbox"/> Thursday Brunch in Expo Hall |
| <input type="checkbox"/> Hand Sanitizers in Hall | <input type="checkbox"/> Expo Hall Announcements | <input type="checkbox"/> Legal & Legislative Luncheon |
| <input type="checkbox"/> Virtual Platform | <input type="checkbox"/> Daily Show Email | <input type="checkbox"/> Closing Banquet |
| <input type="checkbox"/> Sponsored Session | | |

PAYMENT

CHECK (Please make payable to ICCFA)

Discover Visa MasterCard American Express

Credit card # _____

Name on credit card _____

Exp. date _____

Security ID# _____

(3-digit number on back of card or 4-digit number on front of AmEx card)

Card's billing address (required) _____

Signature _____

Email (to send receipt) _____

Deadline for Sponsorships: **November 27, 2021**

(for recognition in the January 2022 issue of *Memento Mori*)

For more information, please contact:

- | | | |
|---|--|--|
| ▪ John Bolton, CCE, CCrE, CSE, CXE,
co-chair:
john@oneblackstone.com
423.439.9181 | ▪ Lori Salberg, CSE, CXE, co-chair:
lori@j3techsolutions.com
408.642.8852 | ▪ Kelly Spann, CMP, meeting
manager: kspann@iccfa.com or
703.391.8405 |
|---|--|--|



Please complete this form and return it to:
INTERNATIONAL CEMETERY, CREMATION AND FUNERAL ASSOCIATION
107 Carpenter Drive, Suite 100 • Sterling, VA 20164 • 1.800.645.7700 • Fax: 703.391.8416 • www.iccfa.com



Keeping It Personal

Submit Your Product for a 2021 KIP Award!

WHAT ARE THE KIP AWARDS? The ICCFA's Keeping It Personal Awards recognize innovation and excellence in personalization in the cemetery, cremation and funeral profession. The KIP Awards contest was created in 2001 by the association's Personalization Subcommittee. Staff liaisons are Jason Brown (jason@iccfa.com) and Rick Platter (rplatter@iccfa.com).

WHO MAY ENTER? Any ICCFA member in good standing may enter.

WHAT DOES IT COST? The fee is \$40 per entry.

WHAT ARE THE CATEGORIES? The Innovative Personalized Product Award is for suppliers only. The other categories are Most Personalized Service/Memorial, Most Personalized Pet Service/Memorial and Events.

HOW DO I ENTER? The digital entry forms can be found on iccfa.com/annual. Entries MUST be submitted with supplemental materials such as brochure PDFs and pictures.

HOW MANY TIMES MAY I ENTER? You may enter as many times as you like for separate products/services. You MUST fill out a separate form for each entry.

WE OFFER 326 DIFFERENT PERSONALIZED URNS; SHOULD WE SUBMIT 326 ENTRIES? No, you only need to submit one entry. You can submit photos of the different personalized products that are related to your entry.

WHEN IS THE DEADLINE? Entries are due to the ICCFA on Friday, December 17, 2021.

WHO DOES THE JUDGING? ICCFA staff recruits a panel of independent marketing and communications professionals.

WHAT DO THE WINNERS GET? Winners will be recognized at the 2022 ICCFA Annual Convention & Exposition in Las Vegas, Nevada, in a press release, in *Memento Mori* and on the ICCFA website. The company whose entry is selected as grand prize winner will receive one free registration to the 2022 ICCFA Annual Convention & Exposition.

QUESTIONS? Call 1.800.645.7700. You can also email Jason Brown (jason@iccfa.com) or Rick Platter (rplatter@iccfa.com).



107 Carpenter Drive, Suite 100
Sterling, VA 20164
iccfa.com

Dates to Remember:

November 2021

- November 24 Points earned from December 2019 to November 2021 applied toward 2022 booth assignments
 - Last day to submit booth application and be part of the first group booth assignments via the cumulative point system (page 9)
 - Booth assignments begin
- November 27 Deadline for receiving recognition as a convention sponsor in the January 2022 issue of *Memento Mori*
- November 30 Deadline for reserving advertising space in January 2022 convention program issue of *Memento Mori*

December 2021

- December 1 Registered exhibitors will receive service kits via email from Fern Expo Co.
- December 6 Artwork due for January 2022 issue of *Memento Mori*

January 2022

- January 21 Full payment for booth space due to ICCFA. No refunds for booth cancellations received after this date.
Cancellations received in writing by January 21, 2022, will receive a refund less the \$500 non-refundable deposit
 - Exhibitor profiles due to ICCFA for inclusion in March/April 2022 on-site convention issue of *Memento Mori*.

February 2022

- February 3 ICCFA March/April 2022 on-site convention issue magazine artwork due date
- February 5 Deadline for reserving advertising space in on-site convention program
- February 11 Deadline for hotel reservations
 - Booth space application & contract (pages 7–10) due to ICCFA to appear in exhibitor's directory
- February 14 On-site convention program ad reservation due date
- February 15 Exhibitor personnel registration form due to ICCFA
- February 17 Deadline for vehicle forms
- February 22 On-site convention program ad due to ICCFA

March 2022

- March 21 By 12 NOON: All exhibiting companies are to physically claim booth space
- March 22 By 2 PM: Booths set up according to IAEM/EDPA regulations and ready for inspection
- March 23 8–10 AM: IMSA business meeting