



ANCILLARY SPACE & SATELLITE EVENTS

GENERAL INFORMATION

The International Association of Amusement Parks and Attractions (IAAPA) recognizes that IAAPA Attractions Expo exhibitors have increasing needs for space and time to host ancillary and satellite meetings. IAAPA has made available time and space in IAAPA-controlled meeting facilities (convention center/host hotels) for exhibitor-hosted meetings which do not compete or conflict with the official trade show held at the Orange County Convention Center (OCCC), November 12-16, 2018.

Companies that are not currently registered as exhibitors for IAAPA Attractions Expo 2018 are not eligible for ancillary space requests.

IAAPA requires all organizations that wish to hold a function to complete an [Ancillary & Satellite Event Application](#). A completed Ancillary & Satellite Event Application provides IAAPA with the necessary information to assign space and assist members, volunteers, and meeting attendees with any questions that may arise. [Ancillary & Satellite Event Requests](#) for IAAPA Attractions Expo 2018 are now being accepted.

TYPES OF EVENTS

Ancillary Events: Defined as non-IAAPA sponsored events held during official IAAPA Attractions Expo dates (November 12-16, 2018) that exhibitors and attendees may attend. These include, but are not limited to, the following:

- Meetings: Meetings of exhibitors, attendees, associations, or other non-IAAPA committees/working groups including board meetings. Scheduling a meeting to host an educational session, product demonstration is prohibited, or social/hospitality events during Expo hours. Meetings may be conducted on a limited basis during Expo hours but may not include catering options.
- Social Events: Receptions, dinners, alumni events, reunions, and specialty groups or other hospitality where there is no educational/scientific program presented. These may be restricted to times that are not conflicting with Expo show hours or select signature events. Satellite Events: Defined as non-IAAPA events scheduled to take place on dates that fall *three days before or three days after* official IAAPA Attractions Expo meeting dates.

REQUESTING AN ANCILLARY OR SATELLITE EVENT

Application Deadline: All [Ancillary & Satellite Request](#) Forms must be submitted by Friday, October 19, 2018.

Application Fee: The application fee is USD\$500. No requests for ancillary space will be considered without an application fee. If the application is approved, IAAPA will apply the USD\$500 to the rental space fees. If the application is not approved, IAAPA will refund USD\$500 no later than December 14.

Event Times: Events may be scheduled only from 8:00 a.m. to 9:00 p.m. daily, depending on the nature of the event as outlined above. Organizers will be contacted if their requested time must be changed. Event times cannot compete with IAAPA scheduled special events.

Commercial/Exhibiting Companies: One of the benefits for commercial companies that exhibit at IAAPA Attractions Expo is the opportunity to host ancillary events during the Expo. Non-exhibiting commercial companies are prohibited from advertising, soliciting or otherwise contacting IAAPA meeting registrants on official IAAPA meeting space or at IAAPA meeting hotels. IAAPA will not release or assign any meeting space to commercial companies not already contracted as an official IAAPA Attractions Expo exhibitor.

Request Approval: Upon completion and approval of the [Ancillary & Satellite Request Application](#), all organizers will be contacted with additional information. Space will be assigned on a space-available basis if the application is approved.

Request Denial: Ancillary & Satellite Request Forms will be **denied** and space will not be assigned if a form violates IAAPA guidelines.

Room assignments: Organizers will be notified of their room assignments mid to late September. All requests for meeting space will be approved by IAAPA before space can be confirmed by venues. IAAPA and hotel/convention centers have the right to move an event if IAAPA or the hotel determines the space assigned is later needed for an official IAAPA function or if the space assigned is not best suited in the assigned room.

Event Coordination at Hotels/Convention Center: Organizers are responsible for making all arrangements (i.e. F&B, AV, and signage) directly with the venue once space has been assigned and the application approved by IAAPA. Organizers are responsible for providing, setting-up, and removing signage for the event. Please note that the hotel/convention center may charge for the use of the meeting room. Room rental can be negotiated between the organizer and the hotel/convention center (after space assignment is confirmed). Each function will be handled individually and issued a separate contract. All meeting room rental fees, food and beverage, audiovisual equipment rentals and other services are the responsibility of the organizer. Organizers should study function contracts carefully before signing, paying special attention to cancellation clauses. In the event of a canceled function, the organizer may be required to pay the hotel for lost revenue.

Rental Space Fees:

Number of Hours

1 to 4 Hours	USD\$500
4 to 8 Hours	USD\$1,000

For rentals which exceed USD\$500, upon request, IAAPA will provide invoices for all rental fees and additional charges by December 14.

All food and beverage, audio visual equipment and signage must be coordinated with the venue and paid directly to those vendors, not IAAPA.

Example Charges:

Wednesday, November 14. Meeting room from 8 a.m. - 12 p.m. and 3 p.m. - 5 p.m. = USD\$500 + USD\$500 = USD\$1,000

Thursday, November 15. Meeting room from 8 a.m. - 5 p.m. = USD\$1,000

SUITCASING POLICY

Please note that while meeting attendees are invited to the exhibition, any attendees who are observed to be soliciting business in the aisles or other public spaces or in another company's booth will be asked to return their badges and to leave the show floor immediately. Violators will not be allowed to return to the show and no refunds will be made. Additional penalties may apply. IAAPA asks that both attendees and exhibitors report any violations they may observe to the Show Office immediately.

OUTBOARDING POLICY

Outboarding is defined as marketing, sales, and hospitality events conducted by exhibitors and others capitalizing on the presence of buyers and/or sellers attending the original show without previously notifying the original show organizer and finagling an arrangement that benefits both parties. This practice is considered unethical and is condemned by IAAPA. It includes practices such as "coat-tailing", "piggy-backing", co-location of events, and large scale hospitality events, particularly during show hours.

BREACH OF GUIDELINES

Failure to adhere to the Guidelines may result in any or all the following actions by IAAPA:

- Prohibited from participating as an Exhibitor at a future IAAPA Attractions Expo.
- Cancellation of the Ancillary or Satellite Event.
- Refusal to allow company or group the opportunity to exhibit or hold meetings or other events in IAAPA-controlled meeting facilities in current year or a specified number of future years
- If it is determined that a company contracted for space with the facility directly, outside of the IAAPA approval process, the pre-existing contract with each facility empowers that facility to close the event without notice