

Orlando, FL

Conference: Nov. 15 – 18, 2021
Trade Show: Nov. 16 – 19, 2021

www.IAAPA.org/IAAPAE expo



The Global Attractions Industry's Premier Event

ANCILLARY SPACE & SATELLITE EVENTS

GENERAL INFORMATION

IAAPA recognizes that IAAPA 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 conference and trade show held at the Orange County Convention Center (OCCC), November 15-19, 2021.

Companies that are not currently registered as exhibitors at IAAPA Expo 2021 are not eligible for ancillary space requests with the exception of non-exhibiting Platinum sponsors.

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 Expo 2021 are now being accepted.

TYPES OF EVENTS

Ancillary Events: Defined as non-IAAPA sponsored events held during official IAAPA Expo dates (November 15-19, 2021) 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 the Thursday night IAAPA Celebrates.
- Satellite Events: Defined as non-IAAPA events scheduled to take place on dates that fall *three days before or three days after* official IAAPA Expo meeting dates.

REQUESTING AN ANCILLARY OR SATELLITE EVENT

Application Deadline: All [Ancillary & Satellite Request Forms](#) must be submitted by **Friday, October 22**.

Application Fee: The application fee is \$500. No requests for ancillary space will be considered without an application fee. If the application is approved, IAAPA will apply the \$500 to the rental space fees. If the application is not approved, IAAPA will refund \$500 no later than December 18.

Event Times (NEW POLICY): Event space can be reserved for (1) 8-hour day or (2) 4-hour days depending on the nature of the event as outlined above. Event times cannot compete with IAAPA scheduled special events.

Commercial/Exhibiting Companies: One of the benefits for commercial companies that exhibit at IAAPA 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 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 signage, including setting and removing prior and after 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 at the OCCC:

Number of Hours	Fees	Parameters
1 to 4 Hours	\$500	Max (2) 4-Hour Days
4 to 8 Hours	\$1,000	Max (1) 8-Hour Day

For rentals which exceed \$500, upon request, IAAPA will provide invoices for all rental fees and additional charges by December 18. Hotel meeting space fees vary depending on location.

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

Thursday, November 18. Meeting room from 8 a.m. - 5 p.m. = \$1,000

Booth Cancellation: Any exhibitor that cancels their booth space or is a no-show at IAAPA Expo, will have their meeting space automatically canceled with no refund to the exhibitor.

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 Expo.
- Cancellation of the Ancillary or Satellite Event.
- Loss of exhibitor seniority and/or a monetary fine.
- 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

Any further questions about ancillary space can be directed to Ashley Guest at aguest@IAAPA.org.