

## IMPORTANT EXHIBITOR LINKS

### IACP MANDATORY ITEMS

**Exhibitor Registration** – Badge registration is open and is accessible from your [Exhibitor Dashboard](#).

**Exhibitor Appointed Contract Form** – **Mandatory** if exhibitors intend to use a vendor who is not an official IACP 2024 contractor. [Click here](#) to see the list of IACP Official Contractors.

**Island Booth Layout** – Exhibitors with island booths that are 20’ x 40’ and larger are required to submit a floor plan of the booth layout. Exhibitors with island booths that are 20’ x 20’ or 20’ x 30’ are required to submit booth layouts **only** if they plan to display a vehicle and/or if the booth is multi-level. **Please send floor plans by September 6, 2024**, to Gaye Dullaghan, Exhibits Manager, at [dullaghan@theiacp.org](mailto:dullaghan@theiacp.org) for review and approval.

**Vehicle Display Registration** – **Mandatory** for exhibitors with vehicle(s) for displays to be registered. Exhibitors must also complete Freeman’s Mobile Units/Motorized Vehicles form, located in the Exhibitor Kit.

**Weapons Display Guidelines & Registration** – Mandatory for all exhibitors shipping and displaying weapons at IACP 2024. All weapons must be registered – this includes pellet guns and look-alikes.

**Exhibitor Liability Insurance** – Exhibitors are required to have insurance for the onsite event, whether an extension of your business insurance or low-cost options starting at \$91 offered through RainProtection.net. You’ll find their details under the Specialty Contractors section in the online Exhibit Kit.

### EXHIBITOR KIT

The [Exhibitor Kit](#) contains all the information your organization will need regarding the set-up of your booth, including shipping and ordering all show services. You’ll find the Kit linked from your [Exhibitor Dashboard](#) as well as on the [Exhibitor Resources](#) page of the IACP 2024 website.

Listed below are the show services exhibitors inquire about the most. These are broken out into 3 categories: Must Do, May Need to Do and Should Do. We’ve noted where in the Exhibitor Services Manual you will find information and order forms for these items. Please be aware of the noted discount deadlines as these will save you both time and money.

MUST DO	MAY NEED TO DO	SHOULD DO
<b>Carpet</b> Furnishings, Carpet & Cleaning	<b>Tables, Chairs, Literature Racks</b> Furnishings, Carpet & Cleaning	<b>Lead Retrieval</b> Specialty Contractors (Maritz)
<b>Shipping</b> Shipping & Material Handling	<b>Audio/Visual Equipment</b> Specialty Contractors	<b>Promotional Opportunities</b> Show Management Information
	<b>Electrical</b> Boston Convention and Exhibition Center	
	<b>Internet</b> Boston Convention and Exhibition Center	
	<b>Photography</b> Specialty Contractors	
	<b>Floral</b> Specialty Contractors	