

# U.S. SUPPLIER/EXHIBITOR REGISTRATION AND BOOTH FEES

## INDIVIDUAL DELEGATE REGISTRATION FEES

		EARLY RATE <i>Ends Nov. 26, 2018 11:59 p.m., ET</i>	STANDARD RATE <i>Begins Nov. 27, 2018 12:00 a.m., ET</i>
Exhibitor Delegate	MEMBER	\$1,230	\$1,475
	NON-MEMBER	\$1,790	\$1,900
Shared Booth Delegate		\$1,750	\$1,970
Marketing Delegate		\$500	\$500

Exhibitors may register up to three delegates per 10'x10' booth space. Thus, single booth holders may register up to three staff; double booth holders up to six staff; and triple booth holders up to nine staff. Fees do not include booth rental, housing or other transportation. Payment must be received by U.S. Travel for each individual exhibitor or shared booth delegate registration to be considered valid.

### NOTES:

1. **Individual delegate registrations are not included in the booth fee.**
2. Only U.S. Supplier companies **that exhibited at IPW 2018** are eligible for Renewal Incentive rates.
3. **Exhibiting** Chairman's and Board Circle members receive 3 complimentary exhibitor delegate registrations as part of their member benefits package.
4. The Marketing Delegate registration was created for marketing and advertising professionals from **exhibiting** supplier organizations and their agencies of record to meet with Brand USA and other Marketing Partners. Provides access to: Educational sessions on Sunday morning; Sunday evening event; Brand USA Marketplace Hall *on Monday only*; Monday lunch and evening event; and Brand USA Partner Engagement Session on Tuesday.

### PAYMENT POLICIES

1. To be eligible for discounted rates, the purchase must be made *and payment received* by the discount deadline. Unpaid invoices will be amended to reflect the next rate period following the deadline:
  - If an individual registers at the Renewal Incentive Rate, but payment is not received for that individual by June 29, 2018, the Early Rate will be applied to the unpaid invoice and balance billed.
  - If an individual registers at the Early Rate, but payment is not received for that individual by November 26, 2018, the Standard Rate will be applied to the unpaid invoice and balance billed.
2. To be eligible for the member rates, 2019 member dues must be paid by February 28, 2019, regardless of when the registration purchase was made. If the dues payment is not received by February 28, 2019, the non-member rate will be applied to the IPW registration invoice (paid or unpaid) and balance billed. Questions? [membership@ustravel.org](mailto:membership@ustravel.org)

### REGISTERED DELEGATE CANCELLATION/SUBSTITUTION POLICY

The Key Contact for the booth is solely responsible for notifying U.S. Travel of any delegate changes/ cancellations. There is no charge for name changes/substitutions.

Refunds will be issued for cancellation of individual exhibitor or shared booth delegate registrations as follows:

- 100% Refund: Cancellation notices submitted by January 18, 2019 (11:59 p.m. ET).
- 50% Refund: Cancellation notices submitted by February 18, 2019 (11:59 p.m. ET).
- No Refund: Cancellation notices submitted on or after February 19, 2019, and any no-shows which occur onsite.

## EXHIBITOR BOOTH FEES

		<b>STANDARD RATE</b> <i>Begins June 30, 2018 12:00 a.m., EDT</i>
Single Booth	<b>MEMBER</b>	\$3,900
	<b>CHAIRMAN'S/BOARD CIRCLE MEMBER</b>	Complimentary
	<b>NON-MEMBER</b>	\$5,750
Single Shared Booth	<b>MEMBER</b>	\$5,200
	<b>CHAIRMAN'S/BOARD CIRCLE MEMBER</b>	\$1,545
	<b>NON-MEMBER</b>	\$7,100
Double Booth	<b>MEMBER</b>	\$9,350
	<b>CHAIRMAN'S/BOARD CIRCLE MEMBER</b>	\$5,945
	<b>NON-MEMBER</b>	\$14,200
Double Shared Booth	<b>MEMBER</b>	\$11,765
	<b>CHAIRMAN'S/BOARD CIRCLE MEMBER</b>	\$8,365
	<b>NON-MEMBER</b>	\$16,650
Triple Booth	<b>MEMBER</b>	\$13,800
	<b>CHAIRMAN'S/BOARD CIRCLE MEMBER</b>	\$10,335
	<b>NON-MEMBER</b>	\$21,300
Triple Shared Booth	<b>MEMBER</b>	\$17,350
	<b>CHAIRMAN'S/BOARD CIRCLE MEMBER</b>	\$13,850
	<b>NON-MEMBER</b>	\$24,900

### NOTES:

- Exhibiting** Chairman's and Board Circle Members purchasing a double or triple booth receive discounted pricing in lieu of the complimentary single booth as part of their Member benefits package.
- Individual delegate registrations are not included in the Booth Fee.**

### PAYMENT POLICIES

- To be eligible for the Renewal Incentive rate, the booth purchase must be made *and payment received* by the June 29 deadline. Unpaid invoices will be amended on June 30 to reflect the Standard Rate and balance billed.
- To be eligible for the member rate, 2019 member dues must be paid by February 28, 2019, regardless of when the booth purchase was made. If the dues payment is not received by February 28, 2019, the non-member rate will be applied to the IPW booth invoice (paid or unpaid) and balance billed. Questions? [membership@ustravel.org](mailto:membership@ustravel.org)

### EXHIBITOR BOOTH CANCELLATION POLICY

The Key Contact for the booth is solely responsible for notifying U.S. Travel of any booth changes or cancellations.

Refunds will be issued for booth cancellations as follows:

- 100% Refund: Cancellation notices submitted by October 12, 2018, 11:59 p.m. EDT.
- 50% refund: Cancellation notices submitted between October 13, 2018, and January 18, 2019, 11:59 p.m. ET.
- No refund: Cancellation notices submitted on or after January 18, 2019.

Note: Downsizing your booth is considered a partial cancellation; in this case, the 50% refund applies to the difference between the rate of your original booth size and the rate of the smaller booth size.

## OTHER FEES

	<b>EARLY RATE</b> <i>Ends Nov. 26, 2018 11:59 p.m., ET</i>	<b>STANDARD RATE</b> <i>Begins Nov. 27, 2018 12:00 a.m., ET</i>
Media Marketplace Package	\$1,150	\$1,350
One-Day Media Marketplace Registration* <i>(only available to purchasers of the <a href="#">Media Marketplace Package</a>)</i>	\$450	\$450

\*There is no additional badge charge if an Exhibitor Delegate from your booth staffs the Media Marketplace table. If needed, you may purchase up to two (2) One-Day Media Marketplace badges for your representatives to staff your Media Marketplace table. This one-day only pass grants you access to the Sunday evening event and the following events on Monday: Brand USA Media Marketplace; Brand USA Marketplace Hall; and the official Lunch. *Note: The PR Badge does not provide access to the trade show floor on set-up days.*

**REFUND POLICY:** Please note that February 18, 2019, is the last day to receive any refund for Media Marketplace Package or One-Day PR Registration purchases.