



Application and Contract for Exhibit Space

EXHIBITOR INFORMATION

(Used for your exhibit identification, online event directory, event website listings, badges, etc.)

Company Name [REDACTED]

Address Old Admiralty Building, Admiralty Place, Whitehall [REDACTED]

City London _ State Zip SW1A 2DY _ Country United Kingdom

Phone [REDACTED] Fax [REDACTED] Website [REDACTED]

Primary Contact (Information is for IACP use only to communicate via email or mail)

Contact [REDACTED] Title [REDACTED]

Email [REDACTED] Phone [REDACTED]

Address (if different from above) Old Admiralty Building, Admiralty Place, Whitehall

City London _ State _ Zip [REDACTED]

BOOTH REQUEST & FEES

Exhibit Level Halls A-C, Booth 317 (20 x 40, 800 sq ft)

Order / Invoice #: 880295

Exhibitor ID: 1741341

[REDACTED]

Exhibitor Fees / Payment Schedule / Refund Policy

Advance Rate

2024 Advance Rate applies to space sold during the online Advance Placement and onsite at IACP 2023. Advanced rate deadline is October 18, 2023. A 50% deposit must be received upon reservation of booth space. Credit card payment is required immediately; deposit via check must be received within 10 business days or reserved booth will be released. Full payment for exhibit space is due on or before March 19, 2024. Space may be canceled and re-sold by IACP if account is not paid in full by March 19, 2024. Account must remain current with the scheduled payments for Advance Rate to apply. Exhibitors may not occupy assigned space until all monies due to the IACP are paid-in-full.

[REDACTED]

Standard Rate

2024 Standard Rate goes into effect October 23, 2023. A 50% deposit must be received upon reserving of booth space. Credit card payment is required immediately; deposit via check must be received within 10 business days or reserved booth will be released. Full payment for exhibit space is due on or before March 19, 2024. Space may be canceled and re-sold by IACP if account is not paid in full by March 19, 2024

Standard Rate: \$ 31.50 per square foot

Booth Cancellation

Cancellation of exhibit space is required in writing and the following cancellation fees apply.

- Written cancellation received by January 19, 2024: 25% of the total booth cost is retained by IACP.
- Written cancellation after January 19, 2024: 50% of the total booth cost is retained by IACP.
- NO REFUNDS will be made for any cancellations received after March 19, 2024.

Downsizing by Exhibitor

An Exhibitor may be required to move to a new location if downsizing of exhibit space is requested. Exhibitors downsizing after March 19, 2024, will be financially liable for the original booth cost contracted.

Payment Information

Credit Card Type: ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

Cardholder's Name: [REDACTED]

Credit Card Number: _____ Exp _____ CSV

Amount to be charged: \$ _____

Cardholder's Billing Address: _____

Signature: _____

IACP 2024 Additional Terms and Conditions Governing the Exhibit Space Contract [attached]

- ☐ We agree to abide by the terms and conditions of this contract, and we understand that the acceptance of this application constitutes a contract.
- ☐ Confirm that I am an authorized representative for this Exhibiting Company with full power and authority to sign this application and contract for exhibit space. Confirm Submission of Legally Binding Contract.
- ☐ Please contact me regarding additional promotional opportunities.

Authorized By: _____ **Title:** _____

	[REDACTED]	
--	------------	--