

## EXHIBITOR SUPPLIERS: DECORATORS, VENDORS, ETC.

Exhibitor Suppliers are companies that design exhibition space, provide custom displays, and rent equipment that is not available through AFM Exhibitor Services. Suppliers must register with the AFM Exhibitor Services Department at [AFMExhibitorServices@ifta-online.org](mailto:AFMExhibitorServices@ifta-online.org).

Suppliers and vendors who fail to meet the requirements listed in the Exhibitor Suppliers Memo will not be granted access to the Exhibitor Offices or the show floor.

## REGISTER WITH THE AFM

To register, send an email to [AFMExhibitorServices@ifta-online.org](mailto:AFMExhibitorServices@ifta-online.org) and provide the following information:

- Company Name
- Contact Details
- List of AFM Exhibitor Clients
- Description of the services you are providing your clients

If you are using a third-party vendor to deliver equipment not available through AFM Services, provide detailed information about the vendor as this vendor's information must also be on file.

**Registration must be completed by Wednesday, October 15 to be granted access to the AFM.**

## INSURANCE REQUIREMENT

Exhibitors with Exhibition Space in the Hotel are required to provide to IFTA a Certificate of Insurance (COI) for the period Sunday, November 9, 2025 (or date of occupancy, if earlier) through and including Monday, November 17, 2025, showing that IFTA is an Additional Insured on a Commercial General Liability Insurance Policy with a minimum limit of \$1 million per each Occurrence and \$2 million General Aggregate. Exhibitors may choose to purchase this insurance coverage through IFTA's designated insurance broker, the cost of which will be billed to the Exhibitor. If the COI showing all required coverage and limits is not received by IFTA at least thirty (30) days prior to the opening of the AFM, Exhibitor agrees to purchase of this insurance coverage through IFTA's designated broker.

Third party vendors and suppliers retained by an Exhibitor seeking to access any AFM venue must provide to IFTA a COI confirming the following coverage:

- Commercial General Liability Insurance Policy insurance with a minimum limit of \$1 million per each Occurrence and \$2 million General Aggregate and required Workers Compensation coverage for any employees on site at the AFM (or waiver form if no employees are present), covering the period from first entry to the AFM venue through and including Monday, November 17, 2025.
- Policy names as Additional Insureds: IFTA, The Fairmont Century Plaza Hotel & FRHI Holdings, The Century Plaza Masters Association, and subsidiaries and affiliates.

The COI must be received by IFTA no later than **Friday, October 24, 2025** in order to enable access to the AFM venue or to make deliveries to an Exhibitor.

## ACCESS DURING EXHIBITOR SET-UP DAYS

Suppliers that have registered in advance with the AFM can schedule a time to deliver displays and/or rented items only. Contact the AFM Production Office [AFMProduction@ifta-online.org](mailto:AFMProduction@ifta-online.org) beginning Monday, September 22 to schedule a delivery time.

**NOTE:** Exhibitors must register with the AFM and the hotel to gain access to their office/booth during Exhibitor Check-In on November 9 and November 10.

## ACCESS DURING SHOW

An AFM Badge is required to access all exhibitor space during the AFM. Exhibitor Suppliers will need to purchase a Badge or arrange an Exhibitor Badge through their client(s). Exhibitor Suppliers functioning as Decorators may be eligible to purchase at a discount. These Decorators must obtain a letter from their Exhibitor client(s) that outlines the Decorator's services and requests that a discount badge be issued. Requests must be received by Friday, September 16, as badge prices increase after this date.

## ACCESS DURING MOVE-OUT

Suppliers that need access to exhibition space during move-out should request Day Badges from AFM Production at [AFMProduction@ifta-online.org](mailto:AFMProduction@ifta-online.org). Suppliers not pre-registered in advance with the AFM Exhibitor Services Department will not be granted access to the show spaces. There is no charge for these badges, but they cannot be picked up prior to Saturday, November 15 at 4:00pm.