



**International Association
of Marine Investigators**
Committed to Training Investigators Worldwide



www.iamimarine.org
a 501(c)(3) nonprofit

**North Charleston, South Carolina
March 1-4, 2020**

Exhibitor's Kit

**IAMI's 30th
ANNUAL TRAINING
SEMINAR**

**North Charleston Marriott
4770 Goer Drive
North Charleston, South Carolina 29406**

IAMI's annual conference offers 'Prime Time' exhibit space enabling marine industry suppliers to do business in a marketplace which provides you an opportunity to meet one on one with IAMI members from throughout the United States, Canada and around the World.

This is the only show available which brings together under one roof Marine Law Enforcement, Marine Surveyors and the Marine Insurance Industry. These professionals require highly specialized training and equipment and our conference offers a unique opportunity to display your product or service.

Products of interest generally include:

- **Body Armor, Police Patrol Boats & Related Accessories**
- **Computerized Equipment & Specialized Software Programs**
- **Criminal Investigative Equipment**
- **Marine Electronics**
- **Firearms & Associated Tactical Gear for Marine Enforcement**
- **Forensic Supplies & Services**
- **Personal Flotation Devices & Safety Equipment**
- **Protective Clothing & Gear**

**Hotel Reservations:
North Charleston Marriott
4770 Goer Drive
North Charleston, South Carolina 29406**

Hotel room reservations by phone: 1.800.228.9290 or 1.843.747.1900
Use Group Code: Int'l Assn of Marine Investigator's for your special rate.
Standard Room: Single-\$134.00 or Double-\$144.00
On-line reservations use link below:

<https://www.marriott.com/events/start.mi?id=1560963731770&key=GRP>
Reservation Cut-off date for group rate: 02/06/2020

Exhibitor Information:

Booth Space includes:

- One draped table, two chairs and a trashcan
- Networking, Presidents Reception, and Banquet included for two attendees
- One month of recognition on IAMI's homepage as "Vendor of the Month"
- Display of Vendor Logo on IAMI's Projector Screen during the conference.
- Display of Vendor Logo in IAMI's Program.

**Arrangements for delivery of packages should be made in advance through Edward Finley, Event Planning Department. Please see attached shipping instructions from the North Charleston Marriott. Contact information: Email: Edward.finley@marriott.com
Ph: 843-266-1221 ~ Fax: 843-744-6108**

Exhibitor Setup scheduled: Sunday 8:00 A.M., March 1, 2020

Exhibits will be open as follows: 1:00 P.M. to 5:00 P.M. on Sunday
8:00 A.M. to 5:00 P.M. on Monday
8:00 A.M. to Noon on Tuesday

[Exhibitors are encouraged to bring door prizes!](#)

It is always our goal to make our conferences "***Exhibitor Friendly***". If you have any questions or concerns please call IAMI's Industry Director, Rich Waite at 606-438-3157 or email: richwaite@iamimarine.org

IAMI EXHIBITOR REGISTRATION FORM

Registration Deadline **February 06, 2020**

Type or print information exactly as it should be published in the Conference Program, Attendee Roster, and Signage:

Name: _____

Company: _____ Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

Space Rates: \$500.00 per booth Number of booths requested _____ (deduct \$50.00 per booth for multiples)

Total included: \$ _____ Payments must be received no later than **February 06, 2020**

Contact Person at Seminar:

Others attending:

Provide completed 'IAMI EXHIBITOR REGISTRATION', jpg Logo, and brief Mission Statement via email to iami@iamimarine.org or mail to:

**IAMI Headquarters
9425 Smitty Trail
Russellville, MO 65074**

Vendors may mail a check payable to 'IAMI', 9425 Smitty Trail, Russellville, MO 65074; or charged to your bank card by providing the necessary information on your Registration form. Visa, MasterCard, American Express and Discover are accepted.

Details may be subject to change

Name on Card _____

Credit Card # _____

Exp. Date: _____ CV/CID#: _____ Authorized: _____

ATTN: Event Planning Department | Edward Finley

4770 Goer Drive. North Charleston, SC 29406

Telephone: (843)266-1221 E-mail: Edward.finley@marriott.com Fax: (843) 744-6108

(Please Type or Print Information)

Event: Date/Time of Install: Firm Name: Booth Number: Address: Zip Code: Contact Person: Telephone: Fax: Email Address:

ADVANCE RATES APPLY ONLY TO ORDERS PAID IN FULL AND RECEIVED 21 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. STANDARD RATES APPLY TO ALL OTHER ORDERS, NO EXCEPTIONS. ALL PRICING IS SUBJECT TO 22% SERVICE CHARGE & 8.5% SALES TAX

Internet Access:

Table with columns: QUANTITY, Advanced Rate, STANDARD TOTAL RATE. Row: Internet Access (Wireless Internet) \$20.00 (per day)

HIGH POWER: (For direct connection to disconnect box only) - Must Supply own Cable

Table with columns: Description, Rate, Total. Rows: 208 Volt, 20/30 Amp, Single Phase (Opal, Emerald & Crystal Ballroom) \$160.00 \$200.00 (per day); 208 Volt, 60 Amp, Single Phase (Crystal Ballroom Only) \$230.00 \$300.00 (per day); Ballroom Band Connection \$175.00 \$225.00 (per day)

Any power not requested 14 days in advance - hotel may not be able to accommodate. Topaz Ballroom accommodates standard 110 Volt power only

Standard Power:

Table with columns: Description, Rate. Row: Power Package: Extension Cord & Power Strip \$40.00 (per day)

SHIPPING:

Table with columns: Description, Rate. Rows: Letter/flat FREE; Box \$2.50/per day; Tube/Roll/Bag \$5.00/per day; Over 50 lbs. Box \$10.00/per day; Case/Oversize Box \$25.00/per day; Pallet \$75.00/per day; Crate \$100.00/per day; Shrink Wrap \$150.00/per day

Packages arriving more than (3) three business days prior to the event will incur an additional storage fee of \$15.00 per day for boxes and \$150.00 per day for pallets

ELECTRICAL TECHNICIAN LABOR:

(Special placement, repairs and other special services will require pre-paid labor. Labor must be purchased in 1-hour increments)

Table with columns: Description, Rate. Rows: Monday - Friday 8 am - 5 pm (except holidays) \$60.00/hour; Monday - Friday 5 pm - 8 am and Saturday (except holidays) \$90.00/hour; Sunday and Holidays \$120.00/hour

Order Form Checklist

Did you remember to?

- Read all Regulations on the reverse side of this form?
Complete all event, booth and company information clearly and completely?
Enclose payment in full?
Return form and payment to the North Charleston Marriott a minimum of (14) fourteen days prior to exhibitor arrival to receive advanced rate?

PAYMENT METHOD

FULL PAYMENT MUST ACCOMPANY ORDER

Visa MasterCard Discover American Express

Credit Card Number: Expiration Date:

Signature:

GENERAL REGULATIONS

Electrical

1. **THERE WILL BE NO RESALE OR SHARING OF ANY ELECTRICAL SERVICES PURCHASED.**
2. All order form information must be completed in full for the order to be processed. Incomplete order forms could result in processing and service installation delays.
3. **ADVANCE ORDERS:** To receive advance rates, orders and payment must be received a minimum of 14 days prior to the first scheduled move-in day.
4. **CREDIT WILL NOT BE GIVEN FOR SERVICE INSTALLED AND NOT USED.** Notice of cancellations must be received prior to scheduled move-in day in order to receive credit.
5. Rates quoted for all connections cover only the installation of the service to the booth in the most convenient manner as determined by the North Charleston Marriott and DO NOT include connecting equipment to provided services. Special placement or relocation of service will result in a pre-paid labor charge.
6. All materials and equipment furnished by or rented from the North Charleston Marriott shall remain within the Facilities and shall not be removed.
7. Under NO circumstances shall anyone other than the North Charleston Marriott Technical Personnel open any floor box or make any modifications or alterations to any equipment or materials furnished by the Charleston Marriott.
8. **OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY.** Unless otherwise directed, Charleston Marriott personnel are authorized to cut floor coverings to permit installation of service.
9. Claims will not be considered unless filed in writing prior to close of the show.
10. Prices are subject to change without notice.
11. Keeping safety in mind, all equipment and lighting shall conform to all local, state and federal regulations and codes. Proper grounding shall remain to be of the up-most importance. Proper wire size running equipment will be maintained. Any infraction will result in shutting down the equipment or lighting until proper wiring is completed.
12. Please label boxes appropriately:

Attention: Lacey Pannell, Sales
Name of Program
Name of Company as it would be listed for program (Accuracy in identifying exhibitor company is essential to getting boxes to the proper location once they reach the hotel)
Booth Number (if applicable)
c/o North Charleston Marriott
4770 Goer Drive
Charleston, SC 29406
13. **The hotel accepts no responsibility for goods shipped to the hotel prior to the scheduled functions or left after functions are completed.**
14. Hotel can ship remaining materials at the end of meeting as long as boxes are properly labeled and ready to be shipped, with pickup called in to shipping company of choice.
15. Hotel will receive materials no sooner than three business days prior to the function at a charge of \$5.00 per box and \$85.00 per pallet. Packages that arrive prior to three business days before the event will assess an additional handling and storage charge of \$15.00 per box per day and 150.00 per pallet per day.

SERVICE INSTALLATION AND EQUIPMENT

1. The North Charleston Marriott reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the North Charleston Marriott Electrical Supervisor.
2. All equipment, regardless of source of power, must comply with the National Electrical Code, all Federal, State and Local Safety Codes.
3. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
4. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
5. Under NO circumstances shall anyone other than the "House Electrician" make electrical connections to house equipment.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without the "House Electrician", however, all service connections and overload protection to such equipment must be made by the "House Electrician" only.
7. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
8. All exhibitors' 120v cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. All electrical services are to be billed to the next greatest wattage for the load connection; i.e. 15amp 208v single phase = 20amp 208v single phase.
10. Power needed to assemble and disassemble your exhibit must be purchased.