



Important Information for all Participating Sponsors/Exhibitors

Registration Deadline

Friday, July 14, 2017

Late Registration Fee: \$250.00 per attendee

Address & Directions

Hotel Del Coronado
1500 Orange Ave
Coronado, CA 92118
10 miles from San Diego International Airport (SAN)

San Diego International Airport to the Hotel Del Coronado:
Take I-5 S via terminal access road towards Downtown. Take a slight right onto N Harbor Dr. Turn Left onto W Grape St. Merge onto I-5 S. Merge onto CA-75 S. Turn left onto Orange Ave. Arrived at destination.

Air & Ground Transportation

You are responsible for scheduling your own air and ground transportation. For private car services, please contact Torrey Pines Transportation at (858) 587-1184 or visit www.torreypinestrans.com.

Hotel Accommodations

Independent Financial Group is pleased to extend a \$253 rate per night at The Hotel Del Coronado. To make your reservations for our event, please call The Hotel Del Reservation Line at 1-800-468-3533 and refer to the "IFG Vendor rate" or book online at <https://aws.passkey.com/e/49131888>.

When making your reservations, the dates of stay are:

Check-in: Sunday, August 13th

Check-out: Thursday, August 17th

All reservations will be managed by Independent Financial Group in partnership with The Hotel Del Reservations Team.

Please note that all pre and post conference accommodations are subject to availability, and Independent Financial Group cannot guarantee that your requested dates will be available. Any cancellations or changes must go through The Hotel Del Reservations Team.

Check-in /Check-out Times

Hotel check-in: 4pm

Hotel check-out: 12pm

Extended Stays

Please note that all pre and post conference accommodations and corresponding rates are subject to availability and The Hotel Del Coronado will be in high summer season during the event. Independent Financial Group cannot guarantee that your requested dates will be available. We have negotiated a group rate of \$253.00 per night which can only be obtained, based upon availability, within 3 nights before or 3 nights after the scheduled conference dates.



Registration & Housing

Participation for all Platinum, Diamond, Gold & Silver level sponsors is limited to 3 attendees. For all other levels, participation is limited to 2 attendees. The fee to register additional participants from your company is \$500.00 per attendee for all levels of sponsorship.

Attendee List

The attendee list will be live on the registration website.

Shipping Booth Materials & Exhibits

DO NOT SHIP YOUR BOOTH MATERIALS TO THE HOTEL DEL CORONADO

If you have any booth materials that need to be shipped in advance, it is the responsibility of the sponsor (exhibiting) company to arrange any and all shipments to the Innovative Expo Warehouse.

All shipments are to be labeled as follows:

Warehouse Receiving:

To: Your Company Name
For: **IFG 2017 National Conference**
c/o Innovative Expo, Inc. c/o YRC Freight
9525 Padgett Street
San Diego, CA 92126
(760) 343-2555

Shipments must arrive at Innovative Expo no later than **Thursday, August 10th**. Shipments arriving after that date will be received; however additional charges per the rate sheet will be incurred.

Warehouse receiving hours are **Monday - Friday, 8:00 am - 4:00 pm**. Shipments arriving outside of those hours will incur additional charges per the rate sheet enclosed in the exhibitor kit.

Sponsor Companies Handling own Materials (not recommended)

Any items shipped directly to the Hotel del Coronado and handled by Innovative Expo personnel will be charged drayage per the rate sheet enclosed in the exhibitor kit.

Any materials that you wish to handle and set-up personally, can be shipped to the Hotel del Coronado and must be held in your name. Please be advised that Independent Financial Group is unable to hold, move, or otherwise be responsible in any way for your materials.

To: Your Name (Hotel del Coronado Guest)
Hotel Del Coronado
1500 Orange Ave
Coronado, CA 92118

Please hold for: Your name

Arrival date: Your arrival date



Promotional, Marketing & Raffle Items

You are welcome to bring promotional and/or marketing materials to your exhibit.

While not mandatory, we encourage you to bring a raffle item for participation to increase attendance at your exhibit. Please indicate specifics on your raffle item in the registration form as we will be promoting your raffle in our conference program.

Booth Design, Requirements and Set-Up Times

There is no limitation on how you configure and design your space. You may arrange double deckers, speciality furniture, food & beverage, demo/meeting set-ups and audio/visual enhancements.

Most exhibits are laid out in a back-to-back configuration, standard wall and perimeter.

Sponsor Fairs will be held on Sunday and Monday, August 13th and August 14th. Please allow for some flexibility and note that times are subject to change. Sponsor Fairs could run up to 7:30pm each evening.

Booth set-up time: Sunday, August 13, 2017
10:30am – 3:00pm

Booth strike time: Monday, August 14, 2017
8:00am – 10:00am

You may not have access to set-up or strike outside of these scheduled times.

Shipments: please see the information above on *Shipping Booths & Exhibits* and *Sponsor Companies handling own Materials*.

Independent Financial Group will be providing the following for your booth:

8 x 10 pipe and drape display booth space
One Exhibitor Identification Sign
One 6' draped table
Two side chairs
Wastebasket

Enhancements and upgrades to your booth including power, audio-visual and carpeting can be ordered through Innovative Expo. Please refer to the exhibitor kit.

Using your own GSC

Should you have an existing partnership with a general services contractor/drayage company that manages your exhibit set up, please arrange set-up with them directly and send all details to Cici Prsha at Independent Financial Group.

Holding materials on your behalf

Please be advised that Independent Financial Group is unable to hold, move, or otherwise be responsible in any way for your materials.



Dine-Around Information

Independent Financial Group will not be coordinating dine-arounds. Please contact advisors directly to arrange your dine-around and dinner schedules.

Open evenings are as follows:

Sunday, August 13 th :	Immediately after Sponsor Fair (ends no later than 7:30pm)
Monday, August 14 th :	Immediately after Sponsor Fair (ends no later than 7:30pm)
Tuesday, August 15 th :	Open evening for sponsors Open evening for representatives not attending one of IFG's coordinated activities.

Presentations and Audio/Visual

Please do not utilize your own computer for presentations. Please bring your presentation loaded on an unlocked portable drive.

Presentations will not be pre-loaded on computers.

A laptop, podium, podium microphone, lavalier microphone, projector, screen and flipchart will be available in your breakout room.

Additional audio visual or room needs will be charged separately to your company. Any audio visual needs for your booth are to be requested on the form provided in the Sponsor Fair Exhibitor Kit.

Independent Financial Group is unable to store any computers or equipment on your behalf.

Activities

Participation in the golf tournament on Wednesday, August 16th is open to all sponsor companies. Green fees are \$750 per foursome, \$75.00 for club rental if applicable.

Parking

Self-Parking is complimentary, courtesy of Independent Financial Group.

Dress Code

Meetings and Events: Business Casual dress

Saturday Evening Gala: Evening attire, including the following:

WOMEN: Cocktail or evening dresses, slacks, blouses, vests, sweaters and skirts.

MEN: Slacks, collared shirts or polos, vests, sweaters, sport coats, suits and dinner jackets. Ties are not required.