

## DEAL MAKING BOOTH INFORMATION

ICSC's floor plan management system, Map Your Show, allows you to book and pay for your booth space online—visit [www.icsc.org/2019SE](http://www.icsc.org/2019SE) or contact Mayuri Patel for a booking link.

### When

**Thursday, November 14, 2019 | 10:00 am – 5:00 pm**

**Friday, November 15, 2019 | 8:00 am – 2:00 pm**

### Fees

Check or credit card accepted as payment. Make check payable to ICSC. Booth fee is non-refundable.

	Member	Non-Member
Package A – per 10' x 10'	\$655	\$940
Package B – per 10' x 10'	\$755	\$1,040

### Includes

One full conference badge per exhibiting company

NOTE: Each additional staff person must be a paid registrant of the ICSC Southeast Conference & Deal Making – NO EXCEPTIONS.

#### Package A – (per 10' x 10')

- Pipe & drape (not provided with island booths)
- Standard carpeting
- Company ID sign

#### Package B – (per 10' x 10')

- Pipe & drape (not provided with island booths)
- Standard carpeting
- Company ID sign
- One 6' draped table
- Two chairs
- One wastebasket

### Guidelines

- Exhibits must not extend beyond the boundaries of the booth.
- All exhibitors are required to provide General Liability insurance naming ICSC, GES, and the Charlotte Convention Center as co-insured to the listed ICSC contact.
- Please adhere to the height restrictions as outlined in the ICSC Display Rules and Regulations (available in the exhibitor dashboard).
- All guidelines are subject to regulations of venue and ICSC.

### Availability

- Booths are confirmed on a first-come, first-served basis.
- Submitting an application does not guarantee a reservation.
- Applications will not be approved without payment.
- ICSC cannot guarantee that you will not be placed near a competitor.

### Directory Deadline

In order to be listed in the Deal Making Directory, ICSC must receive your exposition agreement with full payment by **October 1, 2019**.

### Cancellations

Notify ICSC immediately if you must cancel your exhibit space. All voluntarily canceled exhibits are non-refundable and non-transferable.

### Notification

You will receive a Booth Confirmation email two months prior to the conference. **If you do not receive confirmation, please contact Mayuri Patel at [mpatel@icsc.org](mailto:mpatel@icsc.org).**

### Contact

**Mayuri Patel**

Trade Expositions Department

Tel: +1 646 728 3518 | Email: [mpatel@icsc.org](mailto:mpatel@icsc.org)

### Terms, Conditions and Rules

This application is subject to ICSC Terms, Conditions and Rules for Exhibitors available at [www.icsc.org/event-terms-and-conditions](http://www.icsc.org/event-terms-and-conditions), which are hereby incorporated by reference.

## RETAILER CENTRAL TABLE INFORMATION

ICSC Retailer Members are being offered a complimentary table in Retailer Central. This is a wonderful opportunity for retailers to promote their brand and discuss expansion plans with shopping center owners and developers. Retailer Central tables must be staffed by retail employees. Third-party representatives are not eligible for a complimentary table.

### When

**Thursday, November 14, 2019 | 10:00 am – 5:00 pm**

**Friday, November 15, 2019 | 8:00 am – 2:00 pm**

### Cost

There is no cost to reserve a table, but each person staffing the table must be an advance registrant and retail employee.

### Includes

- One 6' draped table
- Two chairs
- Company sign

### Who Qualifies

Retailer Members

### How to Sign Up

Visit [icsc.org/2019SE](http://icsc.org/2019SE), click on the red Register button located on the top right side of the page to sign up as complimentary retailer and to request your table.

### Guidelines

- Table must be staffed by a retail employee at all published days/times.
- Exhibits must not hang over the edge of the table
- Exhibits must not rise more than 3' above the table
- No floor easels
- No electrical equipment
- No balloons
- One table per company
- No food service is permitted in Retailer Central

### Availability

Tables are placed in alphabetical order. ICSC cannot guarantee that you will not be placed near a competitor. No on-site table requests will be accommodated.

### Deadline

ICSC must receive your table application by **October 5, 2019** in order to participate in Retailer Central. On-site requests will not be accommodated.

### Cancellations

Notify ICSC immediately if you must cancel.

### Notification

You will receive an email confirmation approximately two weeks prior to the start of the conference. **If you do not receive confirmation, please contact Megan Hoole.**

### Contact

**Megan Hoole**

Retail Initiatives Associate

Tel: +1 646 728 3531 | Email: [mhoole@icsc.org](mailto:mhoole@icsc.org)