



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



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

**BILOXI, MISSISSIPPI
March 17-20, 2019**

Exhibitor's Kit

**IAMI's 29th
ANNUAL TRAINING
SEMINAR**

IP RESORT
850 Bayview Avenue
Biloxi, Mississippi 39530

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**
- **Marine Engines**
- **Personal Flotation Devices & Safety Equipment**
- **Protective Clothing & Gear**
- **Reference Materials**

Hotel Reservations:

IP Resort
850 Bayview Avenue
Biloxi, Mississippi, 39530

Hotel room reservations by phone: (888) 946.2847

Use Group Code: Int'l Assn of Marine Investigator's for your special rate.

Single or Double Room Rate: \$69.99 plus tax & fees for March 17th thru 20th, 2019

Single or Double Room Rates: \$159.99 plus tax & fees for March 15th & 16th, 2019

On-line reservations use link below:

<http://www.ipbiloxi.com/international-association-of-marine-investigators>

Reservation Cut-off date for group rate: 02/19/2019

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 Kimberly Fuller, Event Department. Please see attached shipping instructions from the Norfolk Waterside Marriott.

Contact Information: **Ms. Hayley Ward, Convention Services Coordinator**
 850 Bayview Avenue
 Biloxi, Mississippi 39530
 Ph: 228-432-3216
 Email: biloxisales@boydgaming.com

Exhibitor Setup scheduled: Sunday 8:00 A.M., March 11, 2018

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 19, 2019**

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: _____

Fax: _____ 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 19, 2019**

Contact Person at Seminar:

Others attending:

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

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

Exhibitor Payments may be completed online at IAMI's Homepage (www.iamimarine.org) by clicking the "Donate to IAMI" button located in the center of our homepage. The vendor payment is located at the bottom of the page, (Donation/Vendor Payment). Enter your payment of \$500.00 and click on the submit button. After completing this first step you will be directed to step 2.

Step 2 is the secure page to enter in your credit card information. Upon hitting the submit button a receipt will be generated to your email address; or Vendors may mail a check payable to 'IAMl', 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: _____



EXHIBITOR/VENDOR INFORMATION AND INSTRUCTIONS

EXHIBITOR MATERIALS

Exhibitor/Vendor materials will be accepted based on prior authorization from Convention Services Coordinator. Materials and packages must be labeled. All packages must be addressed to include: "Guest name, Meeting Group name, arrival date, hotel name and address." **Hotel** reserves the right to refuse inbound freight that has not been pre-arranged.

BANNERS

In the event the hanging of a banner is required, IP Convention Services Coordinator must be notified in advance (at least 5 days). If banners are to be hung higher than 6 feet high, assistance will be required and a charge of \$15 per banner will be charged. Exhibitor/vendor is asked to pre-arrange a time to hang the banner(s).

EXHIBITORS NEEDING ASSISTANCE IN GETTING ITEMS TO EXHIBIT AREA

IP Casino Resort Spa is concerned for the safety of our guests and our employees, and we want to avoid injuries at all times. For large exhibit/tradeshows items (items that will not fit on a standard bell cart) or for a large quantity of items (numerous items which would require more than 2 bell carts for loading) exhibitors are asked to contact Hotel Convention Services Department at 228-432-3216 prior to date of arrival for unloading instructions. Bell cart measurements are as follows: 44 inches long x 24 inches wide x 72 inches tall.

For items that will fit on a standard bell cart, we ask that the exhibitor, upon arrival, request delivery by scheduling through the bell stand. Your request will be added to the existing delivery schedule at that time and deliveries will be made in order of arrival. IP Casino Resort Spa recommends that exhibitors arrive at least 2 hours prior to tradeshow start time in case bellmen are heavily scheduled assisting other guests. Please keep in mind that the bellmen are at their busiest during peak check in times of 2pm-5pm and peak check out times of 9am-11:30am. Bell Carts cannot be loaned out; a bellman must accompany all carts and cart deliveries to meeting rooms.

FORKLIFT AND SCISSOR LIFT RENTAL

Forklift's and scissor lifts are available for rent (to be operated by IP staff ONLY). The daily rental fee is \$350.00 and arrangements must be made no later than two (2) weeks prior to the event. Please contact the Convention Services Coordinator to reserve.

ELECTRICAL POWER

If electrical power is needed for your exhibit, please contact the Convention Services Manager for the group. Arrangements must be made 1 month in advance and pricing will depend on the amount of power required. Power will be a one-time installation and tear-down fee. You will be provided one plug in when ordering power – it is recommended that you bring extension cords and power strips.

120 VOLT SERVICE – PRICES BELOW DO NOT INCLUDE SALES TAX

_____ 500 Watts (5 Amps) \$106.00 _____ 1000 Watts (10 Amps) \$116.00

_____ 1500 Watts (15 Amps) \$126.00 _____ 2000 Watts (20 Amps) \$136.00

208 VOLT – SINGLE PHASE SERVICE - PRICES BELOW DO NOT INCLUDE SALES TAX

_____ 20 Amps \$151.00 _____ 30 Amps \$171.00

_____ 40 Amps \$186.00 _____ 50 Amps \$186.00

208 VOLT – THREE PHASE SERVICE - PRICES BELOW DO NOT INCLUDE SALES TAX

_____ 20 Amps \$216.00 _____ 30 Amps \$246.00

_____ 40 Amps \$276.00 _____ 50 Amps \$306.00

INTERNET

Internet is provided by the hotel complimentary and does not require a username or password. If you will be using credit card machines that require internet, it is suggested that a hotspot is used as our internet is not secure and will not allow credit card transactions. If a hard-wired internet connection is needed, the price will be \$80.00 per line and should be requested through the Convention Services Coordinator.

A/V REQUIREMENTS

The following items are available for rent (IP inventory is not limited to the items below, but they are the most commonly requested items):

PRICES BELOW DO NOT INCLUDE SALES TAX

- 42' LCD TV.....\$250.00 Each
- Power Strip or Extension Cord.....\$20.00 Each
- Hard-Wired Internet Line.....\$80.00 Each
- Portable Hot-Spot.....\$80.00 Each

EXHIBITORS WHO WILL BE OFFERING SAMPLE FOOD/DRINK ITEMS

No food or drink should be sampled without the consent of the Convention Services Coordinator. A completed form, waiving the IP Casino Resort Spa from liability, will be required to sample food items on the exhibit floor. The exhibitor is responsible for contacting the Convention Services Coordinator to discuss the type of food being sampled, where it will be prepared and the way that it will be prepared. Frying food on the exhibit floor is prohibited; alternate arrangements can be made by contacting the Convention Services Coordinator.

CONTACTING THE SALES DEPARTMENT FOR EXHIBIT REQUEST(S)

Please send all exhibit request(s) (such as electrical power, shipping and receiving requests etc.) to the following:

IP Sales and Convention Services
biloxisales@boydgaming.com
228-432-3216

When sending a request by email, please indicate the group you will be here with, your name, the company name, the date that the request is being made for and your contact information in case we have questions.

SHIPPING TO AND FROM IP CASINO RESORT SPA

SHIPPING & MAILING

All shipping to and from hotel must be arranged by the **exhibitor/vendor**. Hotel charges a package handling fee. Client must schedule deliveries to arrive at the hotel no more than 3 -5 days prior to the event and/or client’s arrival.

FREIGHT

Hotel's Receiving Department handles all inbound/outbound freight for general attendees and is subject to handling charges. Charges are listed in banquet menu packet. For a schedule of estimated charges, **exhibitor/vendor** and general attendees may contact the Convention Services Department.

PACKAGE HANDLING FEES (IN-BOUND AND OUT-BOUND)

Charges for incoming and outgoing bulk shipments and exhibitor storage requirements:

- Fed-Ex, UPS and other Letters.....\$2.50 per package
- 0 to 25 pounds.....\$5.00 per package
- 26 to 50 pounds.....\$10.00 per package
- 51 to 75 pounds.....\$15.00 per package
- 76 to 100 pounds.....\$35.00 per package

Hotel Receiving Department must be notified in advance of any pallets being delivered, number of pallets and dates of delivery. Additional storage charges may apply.

Following are instructions for shipping materials to the IP Casino Resort Spa:

- FedEx & UPS pickup and deliver to IP Casino Resort Spa during their normal business hours Monday through Friday between 3pm and 5pm. All packages must be prepared for shipping before 2pm.
- If you are using an alternate carrier, prior arrangements must be made directly with that carrier.

- IP must be notified by carrier for any pallet shipments, at least 72 hours prior to delivery.
- Please notify Receiving Department of any pallets arriving, by emailing our Receiving Department (BiloxiReceivingMgmt@boydgaming.com). Please also copy the Convention Services Coordinator (Stephaniebarzo@boydgaming.com). Additional storage fees may apply.
- Items should be delivered to our property no more than 5 days prior to the scheduled tradeshow or event. IP Casino Resort Spa will not be held responsible for storage of items received prior to that time period.
- IP Casino Resort Spa will not be responsible for any packages that are not properly labeled. **Package Labels MUST Read:**

EXHIBITOR/VENDOR NAME:

ARRIVAL DATE:

CONVENTION NAME:

c/o IP CASINO RESORT & SPA

850 BAYVIEW AVENUE

BILOXI, MS 39530

DELIVERIES

Deliveries will be made to the meeting room the day of the event unless previous arrangements have been made with the IP Convention Services Coordinator. Exhibitor/vendor must call the Convention Services Coordinator (228-432-3216) for the group to arrange a delivery time.

LOCATING PACKAGES

To locate packages shipped to the IP, please contact your Group's Registration Desk.

OUTBOUND SHIPPING INSTRUCTIONS

To ship materials from the IP, please follow these instructions:

- FedEx & UPS pickup and deliver to IP Casino Resort Spa during their normal business hours Monday through Friday between 3pm and 5pm. All packages must be prepared for shipping before 2pm.
- The pickup address is:
850 Bayview Avenue
Biloxi, MS 39530
(228) 436-3000
- All items must be sealed and labeled by the Exhibitor/Vendor.
- **Outbound Shipping Request Form (attached) must be completed.**
- All packages/shipments should be left in the Exhibit Room for pickup.
- Should you need a Bellman, please make your request at least 45 minutes before needed and call extension 3556 to schedule.
- IP Casino Resort Spa will not be responsible for any packages left behind that have not been properly sealed and labeled or for any packages not picked up by the carrier within 5 days of the conference end date.

LABELS AND PACKING FOR RETURN SHIPMENTS

Labels and tags must be provided by exhibitor/vendor. Exhibitor/vendor must arrange and pay for return shipping and must repack, seal, tape and properly label each item in a manner acceptable to the shipping company. No shipping or mailing charges can be paid by the IP Casino Resort Spa. IP will not accept the responsibility of repacking, sealing or labeling packages.

HOTEL GUEST OUTBOUND SHIPPING REQUEST

INSTRUCTIONS: Please fill out all information completely to ensure proper handling of your shipment. P.O. boxes are not an acceptable address; sender and recipient phone numbers, as points of contact to communicate shipment status changes, are also advised.

SHIP TO:

COMPANY NAME:

ATTENTION:

ADDRESS:

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

PHONE NUMBER(S):

NUMBER OF PACKAGES:

SHIPMENT SCHEDULING OPTIONS (CIRCLE YOUR CHOICES):

NEXT DAY AIR EARLY AM (8AM)

NEXT DAY AIR (10:30AM)

NEXT DAY AIR SAVER (3PM)

2 DAY AM (10:30AM)

2 DAY (12PM)

3 DAY (5PM)

GROUND (3-5 BUSINESS DAYS)

TRACKING #:

FREIGHT LINE:

SENT BY:

NAME:

HOTEL ROOM #:

TITLE:

TELEPHONE:

COMPANY NAME:

COMPANY ADDRESS:

SIGNATURE:

DATE:



CREDIT CARD AUTHORIZATION FORM – SHIPPING AND EXHIBITOR SERVICES

GROUP NAME:

ARRIVAL/EVENT DATE:

DEPARTURE DATE:

TYPE OF CREDIT CARD BEING USED (SUCH AS VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS AND DINERS CLUB):

CREDIT CARD NUMBER (FOR YOUR PROTECTION AND SECURITY PURPOSES, PLEASE PROVIDE LAST 4 DIGITS ONLY):

PHONE NUMBER (TO CONTACT YOU FOR FULL CREDIT CARD NUMBER):

CARDHOLDER NAME:

SELECT WEIGHT OF PACKAGE (IF APPLICABLE):

- Fed-EX, UPS, and other Letters..... \$2.50 per package
- 0 to 25 pounds..... \$5.00 per package
- 26 to 50 pounds..... \$10.00 per package
- 51 to 75 pounds..... \$15.00 per package
- 76 to 100 pounds..... \$35.00 per package

**ADDITIONAL
COMMENTS/INSTRUCTIONS:**

I UNDERSTAND THAT THE ABOVE DESIGNATED CHARGES WILL BE CHARGED TO THE ABOVE CREDIT CARD UPON RECEIPT OF THIS FORM

SIGNATURE OF AUTHORIZED SIGNER

DATE:

PHONE NUMBER:

PLEASE FAX OR SCAN AND EMAIL TO THE IP SALES DEPARTMENT AT
228-432-3275 FOR QUESTIONS, PLEASE CONTACT THE SALES
DEPARTMENT AT 228-432-3216





VALET

MAIN ENTRANCE

BELL
DESK

HOTEL
CHECK-IN

LOADING
DOCK

PARKING
GARAGE

BAYVIEW AVENUE

ATTENTION!

For larger items that will NOT fit on two (2) bell carts, please follow the dotted line to the loading dock for unloading.

An IP representative will meet you there for assistance. The loading dock is located on the East side of the hotel.

IP

Please contact
(228) 297-5536
for additional assistance.

CAYLAVET STREET

IF WE CAN IMPROVE OUR SERVICE, WE WANT TO HEAR FROM YOU! PLEASE CALL (228) 386-1662

CASINO DIRECTORY
3RD FLOOR



CASINO DIRECTORY
2ND FLOOR



CASINO DIRECTORY
1ST FLOOR



MAP COLOR KEY

RESTAURANTS	RESTROOMS
BAR & LOUNGES	ELEVATOR/ESCALATORS
INFUSION COFFEE BAR	PARKING/PUBLIC ACCESS
STUDIO A	SHOPPING
MEETING SPACE	EVENTS DECK
HOTEL CHECK-IN	HOT SERVICES
REEL DESK/CONSOLE	SLOTS & TABLE GAMES
W/ET	SPECIAL GAMING AREAS
STAGES SPA & SALON	CASHEI
ARCADE	B CONNECTED CLUB