

Dear I.C.E. Partners,

Thank you for your support of I.C.E.! My name is <u>Angie</u>, and I will be your main point of contact for the <u>2024 I.C.E. Exchange</u>. Our team is looking forward to working with you to make your participation at the conference a success.

Please read this email in its entirety, as it includes important details on your participation for the upcoming event.

SCAM ALERT

Unfortunately, every year I.C.E. is alerted to various scams related to the I.C.E. Exchange. You should only be contacted by authorized representatives from I.C.E. regarding the I.C.E. Exchange. Official communications will be sent via emails with the credentialingexcellence.org domain unless noted otherwise by I.C.E. in exhibitor newsletters and on the conference website. If you receive any suspicious communication, please contact I.C.E. immediately and share as much detail as possible (name, contact information, organization).

Types of scams you may receive:

- **-Phone calls:** Individuals pretending to want to confirm your exhibitor details to gain confidential information
- Hotel Bookings: Individuals trying to book your team in a hotel block.

IMPORTANT DATES

Deliverables	Launch	Deadline
Certificates of Insurance (COI)	Once contract is executed	Friday, September 13
Exhibitor Harvester (portal to upload promotion information)	Monday, June 24	Monday, October 14
Registration & Housing	Monday, June 24	Friday, October 4
Exhibitor Services Kit	September 2024	
Pre-Show Attendee List*	Monday, October 28	
Post-Show Attendee List*	Monday, December 2	

^{*}Only available to exhibitors/sponsors who included in their package

REGISTRATION & HOUSING

Registration and housing will open on **Monday, June 24**. You will receive a separate email with registration codes and instructions to register your team. As a reminder, pre-registration is required to book your hotel. This year, the conference will be held at the Fontainebleau Miami Beach in Miami Beach, FL. The deadline to register is **Friday, October 4**, however we recommend you register as soon as possible in order to secure a room. You can find more information in the **Hotel** and **Travel** section of the I.C.E. Exchange website.

The Fontainebleau Hotel

4441 Collins Ave, Miami Beach, FL 33140 Rate: \$299/night plus taxes and resort fees

The I.C.E. hotel block at The Fontainebleau Miami Beach is currently the only contracted block for the conference. I.C.E. is not working with any third-party hotel agents. If you receive communications claiming to be affiliated with I.C.E. to secure housing, please contact meetings@credentialingexcellence.org.

INNOVATION HALL

The Innovation Hall will be located in the Sparkle Ballroom at the Fontainebleau. Please note the exhibit hall hours* below to plan your time at the conference:

Exhibitor Move In Sunday, November 17	8:00 am – 5:00 pm	
Show Hours Sunday, November 17	6:00 pm – 7:15 pm	Welcome Reception Sponsored by PearsonVUE
Monday, November 18	7:00 am - 8:00 am 9:30 am - 10:00 am 11:30 am - 1:00 pm 3:30 pm - 4:15 pm 5:30 pm - 6:30 pm	Breakfast Coffee Break Lunch Coffee Break Innovation Happy Hour
Tuesday, November 19	7:30 am - 9:00 am 10:00 am - 10:30 am 1:30 pm - 2:30 pm	Breakfast Coffee Break Dessert Break
Exhibitor Move Out Tuesday, November 19	2:30 pm – 6:00 pm	

^{*}Please note these hours are subject to change.

<u>Click here</u> to view the general Schedule of Events. The current floorplan can be viewed <u>here</u>.

EXHIBITOR SERVICE KIT

The Exhibitor Service Kit will be sent out in September by Alliance Expositions, when you can begin placing orders for your booth. As the I.C.E. Exchange will be held at the Fontainebleau Miami Beach, the exhibit hall will be carpeted so you will not be required to provide flooring for your booth. You will have the option to order additional carpeting and flooring through the kit. Shipping information and order deadlines will also be included in the kit.

EXHIBITOR HARVESTER AND MOBILE APP

I.C.E. will be utilizing the Exhibitor Harvester and Mobile App by Cadmium. The Exhibitor Harvester is a portal where you can update company information, add team members, and upload files such as your logo and brochure (virtual bag insert). You will receive an email later this week from Cadmium (noreply@goCadmium.com) with your access key for the exhibitor harvester along with instructions on how to complete your tasks. If another member of your team should receive this information, please contact meetings@credentialingexcellence.org.

I.C.E. MEMBERSHIP REFERRAL PROGRAM *NEW FOR 2024*

I.C.E. recognizes Sustaining and Affiliate members who refer new members (any category). This is a terrific way to support the membership growth of I.C.E. while earning beneficial points to use.

For each referral who joins I.C.E., the Sustaining/Affiliate member will earn points to be used in the booth selection process for the following year's I.C.E. Exchange (those recruited in 2024 will earn points for 2025 booth selection). Points will be tabulated and reported out by I.C.E. staff by the deadline of February 20, 2025. Please contact the I.C.E. team with questions info@credentialingexcellence.org.

You can find more information regarding the referral program here.

QUESTIONS?

Should you have any questions, please do not hesitate to reach out to meetings@credentialingexcellence.org.

Our team is look forward to working with you and welcoming you to Miami Beach in November!

THANK YOU TO OUR SUSTAINING MEMBERS

ABMS AssessLink

- Alliant Insurance Services
- Alpine Testing Solutions
- BenchPrep
- BrightLink Technology
- CredHQ by Agilutions
- Comms Multilingual
- Data Recognition Corporation (DRC)
- ExamStudio powered by Zoomorphix
- Framing Success
- Heuristic Solutions
- Human Resources Research Organization (HumRRO)
- Internet Testing Systems
- Kryterion, Inc.
- Learn Ethos
- Meazure Learning
- PearsonVUE
- Professional Testing Corporation (PTC)
- Prometric
- PSI Services
- risr/
- Roc-P
- SeaCrest Consulting
- Strasz Assessment Systems
- Surpass Assessment

Best regards,

Angie Avendaño

I.C.E. Exhibits Management Team



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