



Dear I.C.E. Partners,

Thank you for your support of I.C.E.! My name is [Angie](#), and I will be your main point of contact for the [2024 I.C.E. Exchange](#). 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](https://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**

| <b>Deliverables</b>  | <b>Launch</b>             | <b>Deadline</b>      |
|--|---------------------------|----------------------|
| 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*



[Click here](#) to view the general Schedule of Events. The current floorplan can be viewed [here](#).

## **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](mailto: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](mailto: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](mailto: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](mailto: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
- Measure 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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