



Dear IAR Partners,

Thank you for your support of IAR! My name is Angie and I will be your main point of contact this year. Our team is looking forward to working with you to make your participation at the [2023 IAR Natural Refrigeration Conference & Heavy Equipment Expo](#) a success. Please read this email in its entirety, as it includes important details on your participation for the upcoming event.

EXHIBITOR HUB & COMPANY DESCRIPTIONS

As an IAR exhibitor, you are able to update your company contacts, description, URL, social media channels and more using the [Exhibitor Hub](#). You will need a company password in order to access the hub. Please contact exhibits@iar.org to receive your password.

The deadline to update your company description in the hub is **Friday, January 20, 2023**. This information will be pulled from the hub in order to include in the print conference guide. If you do not updated your company description by the deadline, **your company will not be included in the print conference guide**.

Please refer to the [newsletter archive](#) for detailed instructions on how to access and update your company information.

COI FORMS

The IAR exhibits team will start collecting Certificate of Insurance (COI) forms now through **Monday, February 13, 2023**. As a reminder, insurance coverage is not optional and must be in force during the dates of the event. If you do not have insurance, or you would rather not use your own insurance, we have set up a program with **Rainprotection Insurance** through which you can purchase compliant insurance instantly online. The form is included in the exhibitor services kit.

EXHIBITOR SERVICE KIT

The exhibitor service kit, provided by Freeman can be found [here](#). Please review the kit carefully as it will contain all show hours and details, as well as the necessary forms to ship your materials, order furnishings, hire labor and purchase utilities. The **discount deadline** for exhibitors to order booth materials and services is **Monday, February 13, 2023**.

REGISTRATION & HOUSING

Registration and housing are now open for the 2023 IIAR Natural Refrigeration Conference & Heavy Equipment Expo. **At this time you should have received an email from the IIAR team to redeem your complimentary passes.** If you have not, please contact [Lisa Berryman](#). Please be sure to redeem your complimentary passes by **Monday, February 27, 2023.**

The 2023 IIAR Natural Refrigeration Conference & Heavy Equipment Expo will be taking place at the Long Beach Convention Center in Long Beach, California. IIAR has room blocks at three nearby hotel properties. **All Exhibitors attending the conference should book their housing now and not wait for their complimentary conference registration information.** The deadline to book at all properties is **Friday, February 17, 2023.**

Additional housing information can be found [here](#).

EXHIBIT HALL

Please note the exhibit hall hours below to plan your time at the expo:

- **Exhibitor Move-In**
Saturday, March 11, 2023 9:00 am – 5:00 pm
Sunday, March 12, 2023 8:00 am – 5:00 pm
- **Exhibit Hours**
Monday, March 13, 2023 9:30 am – 1:45 pm
Tuesday, March 14, 2023 7:30 am – 1:15 pm
Tuesday, March 14, 2023 4:45 pm – 7:00 pm
Wednesday, March 15, 2023 7:30 am – 9:30 am
- **Exhibitor Move-Out**
Wednesday, March 15, 2023 9:30 am – 3:00 pm

**Please note these hours are subject to change.*

QUESTIONS?

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

Our team is look forward to working with you and welcoming you to Long Beach in March!

Best regards,

Angie Avendaño
IIAR | Exhibits Management Team
exhibits@iiar.org

