



Dear IAR Partners,

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 REGISTRATION

At this time you should have received an email from the IAR team to redeem your complimentary passes. If you have not, please contact [Lisa Berryman](#). Please be sure to redeem your complimentary passes before arriving to the expo.

Exhibitors who will be setting up their booths must have their badges on hand and visible during move-in days. Security will be stationed at the entrance to the exhibit hall and will not allow in anyone who does not have a visible badge.

Registration will be open on move-in dates during the hours below:

Move-in Registration Hours:

Saturday, March 11, 2023 8:30 AM - 5:00 PM

Sunday, March 12, 2023 7:30 AM - 5:00 PM

LEAD RETRIEVAL AND MOBILE APP

The IAR lead retrieval system works through QR Code Technology on a personal handheld device through the IAR app. In order to login in to the IAR app, you must use your IAR username and password. These are the very same credentials that you use to login to the IAR website. If you do not know your username and password or have never created one please send an email to membership@iiaar.org. You can also use the "Forgot Username and Password" links on the sign-in page of the IAR website.

For the 2023 IAR Expo, IAR will be opening up Lead Retrieval to all of our Exhibitors. We appreciate your understanding as we continue to maintain compliance with GDPR standards.

If you are an exhibiting company, you can share [this link](#) with your registered team members who need to have access to the lead retrieval system. The page contains detailed instructions on how to use lead retrieval and download the mobile app.

WIFI INFORMATION

The Long Beach Convention Center will have dedicated WiFi for conference attendees throughout the conference dates, sponsored by MRBraz & Associates.

Network: IIARExpo

Password: MRBraz2023

While there will be dedicated WiFi for attendees, please note that it will mainly support email access and browsing. If you are relying on a stable internet connection to run demos and videos from your booth, we highly suggest ordering a dedicated internet line for your exhibit.

EXHIBITOR ORDERS

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.

Attached you will find the order forms for AV and Internet through their respective vendors. AV orders can be made through INSPIRE Solutions. Internet orders can be made through SmartCity Networks.

EXHIBIT HALL

Please note the exhibit hall hours below to plan your time at the expo. As a reminder, early tear down is not allowed. We ask that all exhibitors wait until 9:30 am on Wednesday once attendees have cleared the hall to start taking down displays and packing up supplies.

- **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
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**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.

You can access our newsletter archive [here](#) to review all information shared to date.

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

