



Dear IIAR Partners,

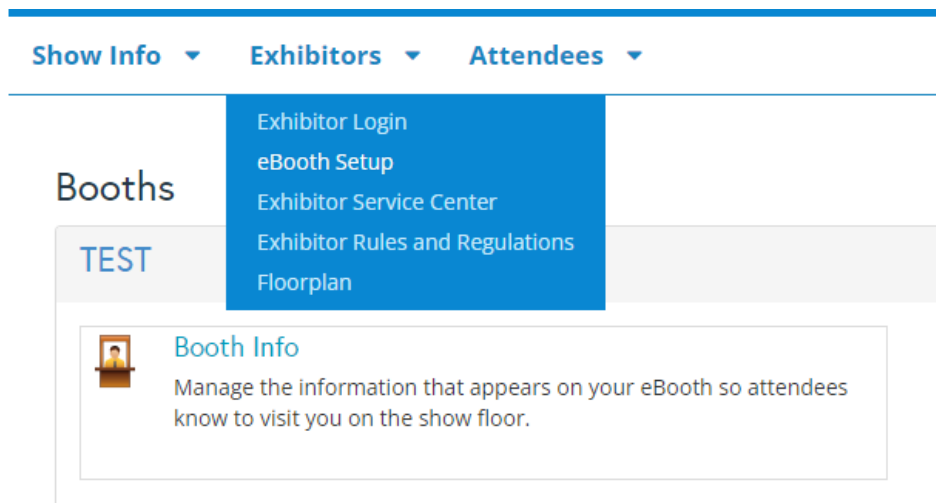
Thank you for your support of IIAR! My name is Angie and I will be your main point of contact this year. Our team is looking forward to working with you to make your participation at the [2023 IIAR Natural Refrigeration Conference & Heavy Equipment Expo](#) a success. Please read this email in its entirety,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

### EXHIBITOR HUB

As an IIAR 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@iiar.org](mailto:exhibits@iiar.org) to receive your password.

How to update your company profile:

1. Click [here](#) and enter your company password.
2. Under the Exhibitors tab, click on **eBooth Setup**



3. Once in **eBooth Setup**, you can fill in the form with updated company information if needed.
  - a. Exhibiting As = Company Name
  - b. Booth Label = Booth Number (this fills in automatically for you)



Exhibitors / eBooth Setup

Booth Info

Exhibiting As	TEST
Booth Label	1038
Contact Name	Angie Avendaño
Contact Title	Tradeshow Manager
Email	email@email.com
Website URL	http://test.com
Address1*	12345 Street Name
Address2	Suite 100
Country*	United States
State*	District of Columbia
City*	Washington
Zip*	00000
Phone*	555-555-5555
Fax	Fax
Toll Free	Toll Free

Primary Address Checkbox  Make the above address my permanent company address

4. Once you've updated the company and contact information, you can upload your company logo using the file selector in the next line.
  - a. Please use JPEG, PNG, TIF, or BMP files less than 25MB **ONLY**.
5. In the text boxes, you can enter the following information (**required sections are marked \***):
  - a. **Welcome Message (optional)**: a short message to welcome attendees to your eBooth.
  - b. **Print Profile (required)**: this is a short company description that informs attendees about who you are and what you do.
  - c. **Brands (optional)**: you can list brands associated with your company here.
  - d. **Online Profile (optional)**: you can use this space to expand on your company description. You can include your mission statement, description of products or services, etc.



Company Logo (JPEG, PNG, TIF, or BMP file less than 25MB):	<input type="button" value="Choose File"/> No file chosen
Welcome Message (Max 60 Characters)	Welcome to my booth!
Print Profile (Max 500 Characters)*	We advocate by uniting our members around the world to tackle the most important issues facing the Industrial Refrigeration industry.
Brands (Max 200 Characters)	IIAR

Online Profile (Max 1000 Characters)

IIAR is the world's leading advocate for the safe, reliable and efficient use of ammonia and other natural refrigerants. IIAR members share their collective knowledge and experience to produce consensus documents that address various aspects of the natural and industrial refrigeration industry. IIAR has broad industry representation including manufacturers, design engineers, contractors, end users, academics, scientists, and trainers. IIAR sets the standard for providing advocacy, education and the most up-to-date technical information to the ammonia and natural refrigeration community. We help professionals develop their skills and further their careers by promoting the common interests of our growing membership.

body Characters: 627 (Limit: 1000)

6. In the **Categories** section, select as many product categories that relate to your company by clicking on the boxes. A box is selected once it turns blue with a white checkmark inside.



Categories (Please select the categories for your products and services):

Categories

- Air Conditioning
- Air Curtains
- Air Purgers
- Ammonia
- Architectural Services
- Chillers
- CO2
- Cold Control
- Compliance
- Compressors
- Condensers
- Condensing Units
- Design
- Dessicant Air Handling Systems
- Emergency Response Training
- Energy Efficiency
- Engineering Services
- Environmental Sustainability
- Evaporators
- Fans
- Gas Detection
- Heat Exchangers
- Heat Transfer Fluids
- Hoses
- Hygienic Air Handlers
- Ice Making/Handling/Storage
- Insulation
- Insulation Construction
- Leak Detectors
- Low Charge Ammonia
- Mechanical Integrity Detectors
- Motors
- Non-destructive Testing
- Operation and Maintenance Training
- Packaged Chillers
- Packaged Refrigeration Systems
- Pipe Markers
- Pipes
- Process Safety and Risk Management
- Pumps
- Purgers
- Recirculator Package
- Refrigeration Controls
- Refrigeration Lubricants (Oil)
- Refrigeration System Construction
- Refrigeration System Maintenance
- Refrigeration Units
- Roof-top Air Units
- Safety Equipment
- Safety Training
- Service Maintenance
- Software
- Supplies
- Training
- Valve and Pipe Fittings
- Valve Tags
- Vapor Retarders
- Ventilation
- Vessels
- Water Treatment

7. In the final section, you can add links to your **social media** channels to help attendees connect with you online.

FaceBook	<input type="text" value="https://www.facebook.com/IIRsocial"/>
Twitter	<input type="text" value="https://twitter.com/IIRnews"/>
LinkedIn	<input type="text" value="https://www.linkedin.com/company/the-international-institute-of-ammonia-refrigeration?trk=top_nav"/>
You Tube	<input type="text"/>

[Save](#)



8. Once all required sections are complete, click on the green **SAVE** button to save all your information. The page will refresh automatically and display a green box at the top of the page confirming the booth has been modified.
  - a. If you see a red box with an error message, review the form to confirm all required fields marked with an asterisks (\*) have been filled in.


🏠 / Exhibitors / eBooth Setup


Your online booth has been modified.

9. To preview your profile, scroll to the bottom of the page and click on the **TV icon** next to your booth number.
  - a. **IMPORTANT NOTE: Do NOT click on Booth Info, as it will redirect you to a section of the hub that is closed to IIAR exhibitors.**


#### Booths

TEST Click here to preview

#1038 

 [Booth Info](#)

Manage the information that appears on your eBooth so attendees know to visit you on the show floor.





10. The preview screen will open the IIAR floor plan in another window and automatically bring up your **Exhibitor Profile**. You can return to the previous window to continue updating your profile. Once you are satisfied with your changes, you are done!






2023 IAR Natural Refrigeration Conference & Expo

Exhibitor Profile

**TEST**

Washington, DC  
United States  
<https://www.iar.org/>  
 

 Booth: 1038  Notes 

Welcome to my booth!

IIAR is the world's leading advocate for the safe, reliable and efficient use of ammonia and other natural refrigerants. IIAR members share their collective knowledge and experience to produce consensus documents that address various aspects of the natural and industrial refrigeration industry. IIAR has broad industry representation including manufacturers, design engineers, contractors, end users, academics, scientists, and trainers. IIAR sets the standard for providing advocacy, education and the most up-to-date technical information to the ammonia and natural refrigeration community. We help professionals develop their skills and further their careers by promoting the common interests of our growing membership.

**Brands:** IIAR

**Categories**

- Air Conditioning
- Air Curtains
- Air Purgers
- Ammonia
- Architectural Services
- Chillers
- CO2
- Cold Control

## 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](#).

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](#).

## 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**.

## COI FORMS

The IIAR 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.

## 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 – 6:15 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](mailto: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](mailto:exhibits@iiar.org)

