



IACP Conference Event Request Form Policies

About the IACP CERF Process

IACP Conference Event Request (CERF) is designed to help organizations, exhibitors, and sponsors obtain meeting space in conjunction with IACP conferences.

IACP staff will review the application to ensure it abides by the rules and regulations. Once the request is reviewed and approved, IACP Meetings Coordinator will notify the hotel. Please allow 72 hours for application to be reviewed and processed.

Please contact IACP Meetings Coordinator, Kayla Hamilton at hamilton@theiacp.org for any updates or changes to your event request.

IACP CERF Rules and Regulations

- Event refers to activities independently organized by IACP partners and non-profit organizations including but not limited to:
 - Committee functions: Meetings of committees, task forces, or advisory members, executive boards of non-profit organizations which share a related business practice.
 - Focus Group/Market Research: An informal fact-finding group brought together to assess the feasibility of a product or service.
 - Hospitality/Social Activities: Non-educational activities that include receptions, dinners, breakfast, or other social gatherings.
 - Staff/Business Meeting: Attendance is limited to employees of the company/organization.
- Events are not permitted in hotel rooms or other private or public facilities during hours that conflict with IACP conference programming.
- The host conference facility will not reserve meeting rooms/function space for anyone during the meeting dates without prior IACP approval.
- IACP will review and approve the event request on a first-come, first-served basis.
- All event requests will be contracted separately and, on a space, available basis with the hotel or other venue.
- IACP reserves the right to decline meeting requests. Events that are not approved will receive a notification explaining the rejection.



CERF Deadlines

In order to ensure review and approval of submitted CERF, all requests must be submitted by close of business on **July 7, 2023**

The following dates and times conflict with the **IACP Impaired Driving & Traffic Safety Conference** program. Please schedule events outside of program hours to ensure approval of your meetings/events. It is the goal of IACP to provide all attendees with the full opportunity to benefit from our scheduled sessions and workshops. Special consideration may be given to smaller meetings; these meetings will be reviewed on a case-by-case basis.

Tuesday, August 8 7:00 a.m. – 7:00p.m.
Wednesday, August 9 7:00 a.m.– 5:00 p.m.
Thursday, August 10 7:00 a.m.– 5:00 p.m.
Friday, August 11 7:00 a.m.– 5:00 p.m.

IACP Suitcasing | Outboarding Policy

The IACP depends on our exhibitors and sponsors for successful events. As such, we are mandating increased measures to protect our exhibitors/sponsors from “suitcasing/outboarding” at our conferences and meetings.

What is Suitcasing and Outboarding?

“Suitcasing” and “outboarding” are unethical parasitic business practices in which non-exhibitors and non-sponsors attempt to gain access to conference attendees.

“Suitcasing” refers to those non-participating companies or persons who go to conferences as an attendee but “work the aisles” from their suitcase (briefcase) and solicit business in the aisles or lobby area.

“Outboarding” refers to non-participating companies that set up meetings and demos at off-site locations—hotel hospitality suites or restaurants—and encourage show attendees to leave the conference and show floor to spend time with them.

Examples may include but are not limited to:

- A non-exhibitor sets up a hospitality suite off the show floor and invites attendees to leave the show floor and visit their suite.
- A non-exhibitor sends out alerts to potential customers that while they will not be participating this year, they will have personnel walking the show floor and will be offering demos or show specials.
- A non-exhibitor puts together a webpage with the conference logo and solicits meetings with attendees.
- A non-exhibitor piggybacks on the activities of a third party such as a vendor or partner who is exhibiting.
- A non-exhibitor sets up a luncheon or other activity and invites conference attendees to promote their product while not being an approved vendor at the IDTS conference.



What are the Consequences of Suitcasing or Outboarding?

Please note that any attendee at an IACP conference or meeting, who is observed to be soliciting business in the aisles or other public spaces, or uninvited attendees in another company's booth, will be asked to leave immediately and their conference credentials will be confiscated.

Conversely, known commercial activity conducted from a hotel guest room or hospitality suite, a restaurant, or any other public place in proximity to IACP's conferences by non-participating companies, will be shut down if utilizing properties with which IACP has an agreement. Those found to be involved with "suitcasing" or "outboarding" will be denied registration to attend future IACP events.

Statement of Intent

To protect our valued exhibitors/sponsors and the investment they make in the association, thereby supporting IACP's mission, our rules strictly prohibit solicitation, "suitcasing" or "outboarding" by attendees who transact business at our conferences and meetings and do not have exhibit booths or sponsor investment.

By suitcasing or outboarding the show, an attendee gains an unfair competitive advantage over exhibitors and sponsors that have invested money and other resources to participate in the events and deprives IACP of income we use to support our many programs and initiatives.

[Submit CERF](#)