

To: AFM Exhibitors

From: Catherine Cobb – Co-Managing Director, AFM Exhibitor Services

## RE: 2023 AFM – Exhibitor Suppliers: Decorators, Vendors, etc.

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Exhibitor Suppliers are companies that design offices, provide custom displays and/or equipment not available through AFM Services. Exhibitors who need their suppliers on-site must instruct their suppliers to register with the AFM by contacting the Exhibitor Services Department. **Suppliers must register with the AFM at least fifteen days prior to the start of the AFM or they will not be granted access to the AFM.**

Please forward this memo to any supplier you plan to work with at the AFM.

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**Register with the AFM:** To register, send an email to [wwolverton@ifta-online.org](mailto:wwolverton@ifta-online.org). Provide your company name and contact details, a list of your AFM exhibitor clients, and a description of the services you are providing to your clients. If you are using a third-party vendor to deliver equipment not available through AFM services, provide detailed information about the vendor as this vendor's information must also be on file. **Registration must be completed by Wednesday, October 11** to be granted access to the AFM.

**Insurance Requirement:** A Certificate of Insurance must be provided naming Independent Film & Television Alliance as an Additional Insured from Sunday, October 29 through Monday, November 6, 2023. The certificate must demonstrate proof of Commercial General Liability insurance coverage with a minimum US\$1,000,000 Each Occurrence/US\$2,000,000 General Aggregate. Company must carry workers' compensation and employer's liability insurance, in such amounts as may be required by law, for personnel who may access the AFM. Said certificate must be received by **Friday, October 20**. If certificate is not received by this date then the supplier and any third party vendor will be turned away when attempting to access the AFM or make a delivery.

**Access during Exhibitor Set-Up Days:** Suppliers that have registered in advance with the AFM can schedule a time to deliver displays and/or rented items only. Contact the AFM Production Office (+1.310.446.1086) beginning September 25 to schedule delivery time. Exhibitors must check in with AFM first and then the Hotel to gain access to their room. Check-in days are October 29 and October 30.

**Access during Show:** An AFM Badge is required to access all exhibition space during the AFM. Exhibitor Suppliers will need to purchase an Attendee Badge or arrange an Exhibitor Badge through their client. Exhibitor Suppliers functioning as Decorators may be eligible to purchase badges at a discount. These Decorators must obtain a letter from their Exhibitor client that outlines the Decorator's services and requests that a discount badge be issued. Requests must be received by Friday, October 6 as badge prices increase after this date.

**Access during Move-Out:** Suppliers that need access to exhibition space during move-out should request Day Badges from the AFM Production Office in Room 201. Suppliers not registered in advance with the AFM will not be granted access. There is no charge for these badges but they cannot be picked up prior to Sunday, November 5.