



Dear I.C.E. Partners,

Thank you for your support of I.C.E.! My name is [Cherié](#), and I will be your main point of contact for the [2025 I.C.E. Exchange](#). Our team is looking forward to working with you to make your participation at the conference a success.

**Please read this email in its entirety, as it includes important details on your participation for the upcoming event.**

## **SCAM ALERT**

Unfortunately, every year I.C.E. is alerted to various scams related to the I.C.E. Exchange. **You should only be contacted by authorized representatives from I.C.E. regarding the I.C.E. Exchange.**

**Official communications will be sent via emails with the [credentialingexcellence.org](https://credentialingexcellence.org) domain unless noted otherwise by I.C.E. in exhibitor newsletters and on the conference website.** If you receive any suspicious communication, please contact I.C.E. immediately and share as much detail as possible (name, contact information, organization).

Types of scams you may receive:

- **Phone calls:** Individuals pretending to want to confirm your exhibitor details to gain confidential information
- **Hotel Bookings:** Individuals trying to book your team in a hotel block.

## **IMPORTANT DATES**

<b>Deliverables</b>	<b>Launch</b>	<b>Deadline</b>
Certificates of Insurance (COI)	Once contract is executed	Friday, October 17
Exhibitor Harvester (portal to upload promotion information)	August 2025	Friday, October 17
Registration & Housing	Tuesday, July 1	Thursday, October 23
Exhibitor Services Kit	September 2025	
Pre-Show Attendee List*	Monday, October 27	
Post-Show Attendee List*	Wednesday, December 3	

*\*Only available to exhibitors/sponsors who included in their package*

## REGISTRATION & HOUSING

Registration and housing will open on **Tuesday, July 1**. You will receive a separate email with registration codes and instructions to register your team. As a reminder, pre-registration is required to book your hotel. This year, the conference will be held at the Arizona Grand Resort and Spa in [Phoenix, AZ](#). The deadline to register and book your hotel is **Thursday, October 23**, however we recommend you register as soon as possible in order to secure a room. You can find more information in the [Hotel and Travel](#) section of the I.C.E. Exchange website.

### Arizona Grand Resort & Spa

8000 South Arizona Grand E, Phoenix, AZ 85044

Rate: \$314/night (\$279 room rate plus \$35/day resort fee) plus taxes

The I.C.E. hotel block at The Arizona Grand Resort and Spa is currently the only contracted block for the conference. I.C.E. is not working with any third-party hotel agents. If you receive communications claiming to be affiliated with I.C.E. to secure housing, please contact [meetings@credentialingexcellence.org](mailto:meetings@credentialingexcellence.org).

## INNOVATION HALL

The Innovation Hall will be located in the Grand Ballroom at the Arizona Grand Resort. Please note the exhibit hall hours\* below to plan your time at the conference:

### Exhibitor Move In

Monday, November 17	8:00 am - 5:00 pm
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### Show Hours

Monday, November 17	6:00 pm - 7:15 pm	Welcome Reception <i>Sponsored by PearsonVUE</i>
Tuesday, November 18	7:00 am - 8:00 am	Breakfast
	9:30 am - 10:00 am	Coffee Break
	11:30 am - 1:00 pm	Lunch
	3:30 pm - 4:15 pm	Coffee Break
	5:30 pm - 6:30 pm	Happy Hour in the Innovation Hall <i>Sponsored by Cobalt</i>
Wednesday, November 19	7:30 am - 9:00 am	Breakfast
	10:00 am - 10:30 am	Coffee Break
	1:15 pm - 2:30 pm	Dessert Break
Exhibitor Move Out		
Wednesday, November 19	2:30 pm - 6:00 pm	

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

[Click here](#) to view the general Schedule of Events. The current floorplan can be viewed [here](#).

## **EXHIBITOR SERVICE KIT**

The Exhibitor Service Kit will be sent out in September by Alliance Expositions, when you can begin placing orders for your booth. As the I.C.E. Exchange will be held at the Arizona Grand Resort and Spa, the exhibit hall will be carpeted so you will not be required to provide flooring for your booth. You will have the option to order additional carpeting and flooring through the kit. Shipping information and order deadlines will also be included in the kit.

## **EXHIBITOR HARVESTER AND MOBILE APP**

I.C.E. will be utilizing the Exhibitor Harvester and Mobile App by Cadmium. The Exhibitor Harvester is a portal where you can update company information, add team members, and upload files such as your logo and brochure (virtual bag insert) to tie to the I.C.E. Mobile App. You will receive more information on how to log in and complete your tasks in the Exhibitor Harvester in August.

## **I.C.E. MEMBERSHIP REFERRAL PROGRAM**

I.C.E. recognizes Sustaining and Affiliate members who refer new members (any category). This is a terrific way to support the membership growth of I.C.E. while earning beneficial points to use.

For each referral who joins I.C.E., the Sustaining/Affiliate member will earn points to be used in the booth selection process for the following year's I.C.E. Exchange (those recruited in 2025 will earn points for 2026 booth selection). Please contact the I.C.E. team with questions [info@credentialingexcellence.org](mailto:info@credentialingexcellence.org).

You can find more information regarding the referral program [here](#).

## **QUESTIONS?**

Should you have any questions, please do not hesitate to reach out to [meetings@credentialingexcellence.org](mailto:meetings@credentialingexcellence.org).

Our team looks forward to working with you and welcoming you to Phoenix in November!

## **THANK YOU TO OUR SUSTAINING MEMBERS**

- ACGI Software
- ACS Ventures, LLC
- ACT, Inc.
- Agilutions - CredHQ
- Allen Interactions Inc
- Alpine Testing Solutions, Inc.
- Association Headquarters
- BenchPrep

- BrightLink
- Center for Nursing Education and Testing, Inc.
- Cobalt
- Comms Multilingual Ltd
- Cornerstone Strategies LLC
- Data Recognition Corporation
- Global Skills X-Change Corp
- Heuristic Solutions
- Holmes Corporation
- Human Resources Research Organization (HumRRO)
- Internet Testing Systems
- Kryterion
- Learnosity
- Measure Learning
- OpenEyes Technologies
- Pearson VUE
- Pillsbury Winthrop Shaw Pittman LLP
- Professional Testing Corporation
- Professional Testing, Inc.
- Prolydian
- Prometric
- PSI Services
- risr/
- ROC-P
- SeaCrest Consulting
- Strasz Assessment Systems
- Surpass Assessment
- Whiteford
- Zoomorphix Systems

Best regards,

**Cherié Tilghman**

I.C.E. Exhibits Management Team



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