



Dear I.C.E. Partners,

We are just two months away from the 2022 I.C.E. Exchange! Please read this newsletter carefully as it contains important information regarding your participation as an exhibitor at the Exchange.

EXHIBITOR SERVICE KIT

The exhibitor service kit has been sent from [Alliance Exposition](#). The kit contains information about shipping and ordering materials for your booth. ***If you have not received your service kit, please contact the [Alliance Exhibitor Assistance Team](#).***

INVITATION TO LOGIN

The initial email campaign inviting exhibitors to log into the event portal will be sent from ExhibitorAssistance@alliance-exposition.com. The sender name will be Alliance Nationwide Exposition.

EXISTING USERS

For exhibitors who are existing users in Alliance OnLine from prior events, you will be prompted to log in using your existing credentials. This is your email address and the password created in the past to access the AOL site. If you do not recall your password, there is a reset button on the login page.

NEW USERS

For exhibitors who are new users in Alliance OnLine, the email campaign will intuitively prompt you to create a password prior to linking you to the event portal.

CONTACT

Alliance Exhibitor Services
ExhibitorAssistance@alliance-exposition.com
Phone: 888.528.2011

TROUBLESHOOTING

Should you not be able to locate your email invitation from Alliance, we are happy to assist. Please confirm the following first.

- Check your Spam/Junk folder. Individual security software settings and/or company firewalls sometimes prevent the email from reaching the recipient's email until manually allowed.
- Ensure that you are the primary contact for your organization as registered with show management.
- Though not required, exhibitors may find it helpful to add the Exhibitor Services email above to their safe senders list in advance.

VIRTUAL BAG INSERTS



As an exhibitor for the 2022 I.C.E. Exchange, you have the opportunity to submit one single-sided PDF of promotional material to be included on the I.C.E. Exchange Mobile App. All virtual inserts must be approved by I.C.E.

A proof of this material must be emailed to meetings@credentialingexcellence.org no later than **September 9, 2022**.

EXHIBITOR REGISTRATION

Exhibitor Registration is OPEN! If you have not received your registration codes, please contact registration@credentialingexcellence.org for instructions.

INNOVATION HALL

Please note the exhibit hall hours* below to plan your time at the conference:

Monday, October 17:

8:00 am - 5:00 pm ET Exhibitor Move-In
6:00 - 7:30 pm ET Welcome Reception, *Sponsored by Pearson VUE*

Tuesday, October 18:

7:00 - 8:30 am ET Breakfast
9:45 - 10:15 am ET Break
11:45 am - 2:00 pm ET Lunch
3:00 - 3:30 pm ET Break
6:00 - 7:00 pm ET Happy Hour, *Sponsored by Prometric*

Wednesday, October 19:

7:30 - 9:00 am ET Breakfast
10:00 - 10:30 am ET Break
1:15 - 2:15 pm ET Dessert
2:30 - 6:15 pm ET Exhibitor Move-Out

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

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

HEALTH AND SAFETY POLICY

As a valued partner, we wanted to keep you informed of what you can expect during your conference experience. We are committed to holding the I.C.E. Exchange safely and in-person this October. Read the [I.C.E. Exchange Health and Safety Policy](#) to better understand our health and safety policies and learn more about this year's activities. We will continue to update this page regularly over the coming months.

QUESTIONS?



Should you have any questions, please do not hesitate to reach out to meetings@credentialingexcellence.org.

Best regards,

Angie Avendaño

I.C.E. Exhibits Management Team



Institute for
Credentialing Excellence

2001 K Street, NW

3rd Floor North

Washington, D.C. 20006

credentialingexcellence.org