

# 2024 SPONSORSHIP DATES & DEADLINES

## Due Upon Contract:

**Vector format Logo** (ai, .eps or high-res pdf)

**Standard Logo** (JPEG, PNG, TIF, or BMP file less than 25MB)

## Dates and Deliverables:

<b>June 30</b>	Graphic artwork due
<b>July 15</b>	Attendee Gift item selection to IAFC
	Digital Ad artwork and URL link for ad to be directed to (Mobile App & Website Banners)
<b>July 28</b>	Presenter/speaker details (name, email, affiliation, title, and presentation title if applicable)
	Affiliate/Private Events/Hospitality Suite: Confirm if listing is public and should be added to FRI Website and desired room set
	Diversity Breakfast: confirm if display table needed
	Speaker details for welcome remarks
<b>July 30 &amp; August 6:</b>	Pre-Show Attendee List emailed.
<b>August 4</b>	Attendee Gift item/promo item proof to IAFC for review and approval.
	Video / Ad Content due for digital sponsors and General Sessions
<b>August 6</b>	Names for Diversity Breakfast tickets
<b>August 12</b>	Arrival deadline for Attendee Gift item(s) to show site.
<b>Day of/Right before event/session:</b>	Sponsor to set out display literature on provided table.
<b>August 14</b>	Flyer or promotional items for seat (bar) drops to IAFC's Conference on-site team.
<b>August 30</b>	Post-Show Attendee List emailed.



## QUESTIONS: CONTACT US

Phone  
**(703) 896-4830**

Email  
**[exhibits@iafc.org](mailto:exhibits@iafc.org)**

Website  
**[www.iafc.org/FRI](http://www.iafc.org/FRI)**