

Fill out the form below and email to [toby.bishop@coachingfederation.org](mailto:toby.bishop@coachingfederation.org).

COMPANY NAME

CONTACT NAME

PHONE NUMBER

STREET ADDRESS

CITY

STATE/PROVINCE

POSTAL CODE

COUNTRY

EMAIL ADDRESS

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### Exhibit Booth – \$3,000 USD

Includes 10'x10' booth space with 8'H back drape, 3'H side drape, and ID sign. Each booth also comes with one registration. Additional registrations can be purchased for \$500.

*(Refer to Terms and Conditions on pages 3–4.)*

### Exhibitor Passport Program – \$500 USD

*(Refer to page 2 for details.)*

### Pack with Purpose

*(Refer to page 3, including sign-up link.)*

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## Payment

Payment is required with application submission.

CARDHOLDER NAME

CARD NUMBER

EXPIRATION DATE

CV NUMBER

By signing and submitting this form, electronically or by hand, you agree that you have read and agree to the Terms and Conditions of exhibiting at ICF Converge 2026 (pages 3–4).

SIGNATURE

DATE

### Drive booth visits. Start conversations. Be part of the attendee's journey.

The Exhibitor Passport Program is a fun; interactive experience designed to guide attendees through the exhibit hall and encourage meaningful engagement with participating exhibitors. Attendees receive a passport card and collect stamps by visiting participating booths. Once they complete the required number of stops, they can enter to win prizes, creating a built-in incentive for consistent traffic across the exhibit hall.

#### What's included (ICF provides):

- Inclusion as a Passport Program participant.
- Listing in Passport materials (card + app/onsite signage if applicable).
- Prize management and fulfillment by ICF.

#### What exhibitors do:

- Provide a stamp at your booth (ICF can provide or you can customize).
- Have a team member ready to greet attendees and stamp passports.
- Use the interaction to spark a quick connection.

#### What is the Exhibitor Passport Program?

- The Passport Program is a guided exhibit hall activity where attendees collect stamps by visiting participating booths. Once completed, they can enter to win prizes.

#### How does it work for exhibitors?

It's simple:

- Attendee comes to your booth with their passport.
- You stamp their card.
- You have a quick interaction (recommended: 10–30 seconds).

#### What do we need to provide?

- A stamp (ICF can standardize or you can brand it).
- A staff member available during peak exhibit hours.

#### Do we have to give anything away?

- No — ICF provides the overall prize(s) for the program
- Optional:
  - Small giveaway or takeaway item.
  - Bonus drawing at your booth.

#### How will attendees know to visit us?

Participating exhibitors are:

- Listed on the passport card.
- Highlighted as "Passport stops."
- Included in program instructions communicated to attendees.

#### Will this slow down our booth?

- Not if done well. The best booths:
  - Keep stamping quick (5–10 seconds).
  - Use the moment as a conversation opener—not a transaction.

#### Can we collect leads through this program?

- Yes, but it should be secondary to the interaction.
- **Best approach:** Quick stamp → simple question → optional follow-up action (e.g., QR code, demo, sign-up).

#### How to Make the Most of the Passport Program:

- **Make your stamp easy to find:**
  - Place your stamp at the front corner of your booth.
  - Use a small sign: "Passport Stamp Here."
- **Don't just stamp — engage (quickly):**
  - The top-performing booths use this as a conversation starter, not a task.
  - Simple script: "Welcome! What brings you to Converge this year?"
- **Add one simple interaction (optional but powerful)**
  - Instead of just stamping, try:
    - "Pick a coaching question card."
    - "Answer one quick question."
    - "Spin for a tip or insight."
  - This turns a 5-second stop into a 20-second conversation.

#### Give attendees a reason to remember you.

- No heavy lift—just one action:
  - QR code to download something.
  - Free guide or checklist.
  - Demo signup.

#### Staff intentionally.

- **Assign:** One person = Passport greeter/stamper during busy times. This keeps traffic flowing and avoids bottlenecks.

We're excited to share a special opportunity for our Converge exhibitors to get more involved in making a difference this year. During the Expo, we'll be hosting a **Pack with Purpose activity**—assembling between 500–800 care bags that will be donated to support disadvantaged veteran homeless populations.

As a valued exhibitor, we'd love you to be part of this meaningful initiative. By joining in, you not only help us create a memorable and impactful experience for attendees, but also directly contribute to offsetting the costs of this charitable effort. It's a wonderful way to showcase your commitment to the community while connecting with attendees in a purposeful way.

Our **host team volunteers are especially excited about this new opportunity and are hopeful for the support of our exhibitors** in bringing it to life. Together, we can add a layer of impact and generosity that will be remembered long after Converge concludes.

To thank you for your support, participating vendors will receive:

- **Special recognition onsite** at the Pack with Purpose station.
- **Visibility in event communications** highlights your contribution.
- **A unique engagement touchpoint** with attendees, who will directly connect with your booth for an item and see your organization's commitment to giving back.
- **Positive brand association** with an activity that reinforces values of care, service, and community.

We're inviting a limited number of vendors to participate in this initiative, creating both visibility for your organization and an opportunity to stand alongside other leaders who share a commitment to giving back.

**If you'd like to take part, please let us know by September 30** so we can secure your spot. We'll follow up with the next steps and details on how your support will be highlighted.

Thank you for considering this opportunity to add impact and heart to Converge—we couldn't do it without partners like you.

[Secure Your Spot](#)

**Payment:** Exhibit booth space will not be processed nor will space assignment be made without full payment received by the International Coaching Federation (ICF).

**Term:** This Agreement is effective immediately upon the date the Exhibitor Application is received by ICF and shall expire immediately following the final day of the event as described or until all responsibilities set out are fulfilled.

**Exhibit Booth Rental:** Includes 10' X 10' exhibit booth (8'H back drape; 3'H side drape), and I.D. sign. Any additional equipment and/or services (e.g., tables, WIFI, electricity, etc.) must be ordered through ICF's official General Services Contractor, Shepard and all fees associated are the full responsibility of the exhibitor.

**Space and Assignments:** ICF reserves the right to make the final determination of all space assignments in the best interest of the event. No refunds shall be provided in the case of substitution, alteration or change to the space assignment. Exhibits will be assigned in the order that applications are received. ICF Converge sponsors receive first choice of location. ICF reserves the right to not accept an application that might be reasonably deemed by ICF to be objectionable, unethical or in breach of the law or which may be contrary to the best interests of the conference and to prohibit any exhibits that might detract from the general and desired character of the conference.

**Shipping/Drayage:** Advance shipments of display materials must be made to Shepard, as indicated in the exhibitor kit. No supplies, inserts or materials are to be sent directly to the hotel. Exhibitor is responsible for all fees associated with shipping materials as well as drayage.

**Limitations:** Exhibitors are not permitted to distribute lanyards during ICF Converge. Exhibitors are not permitted to extend their exhibit outside of the 10' x 10' rental space.

**Restrictions:** No exhibitor shall sublet, assign or share any part of the space allocated in the display areas. Aisle space shall not be used for exhibit/ display or storage purposes, display signs, solicitation or distribution of promotional materials. Displays, signs or any other type of solicitation, including verbal, are prohibited in any public space or elsewhere on the premises of the hotel including in the guestrooms, hallways and public facilities. Operation of sound amplification devices is not allowed. Each exhibitor is responsible for its own storage and neither ICF nor the hotel or conference facility will be responsible for theft or damage to such stored property, crates or boxes. No crates or boxes are permitted in sight of the tabletop area during the exhibit period(s).

**Cancellation:** Cancellation received prior to July 31, 2026 will be refunded 80 percent (80%). Cancellation received between August 1 – August 31, 2026 will be refunded 50 percent (50%). Refunds will not be granted after August 31. Once the exhibit space has been cancelled, ICF reserves the right to resell the space. Cancellation must be in writing to [toby.bishop@coachingfederation.org](mailto:toby.bishop@coachingfederation.org).

**Sales:** To ensure compliance with applicable state and local laws and regulations, no tabletop sales of product or samples for cash, check or credit card are permitted on the show floor during the ICF Converge. Exhibitor may accept an order at the tabletop where the sales transaction is consummated and then appropriately invoice at a later date.

**Damage to Facility:** The exhibitor must surrender rented space in the same condition it was at commencement of occupation. The exhibitor or its employees or agents shall not damage or deface the walls, columns or floors or any part of the hotel or exhibit facilities or furnishings. When such damage occurs, the exhibitor shall be solely liable for all costs incurred to the owner(s) of the property so damaged. The management agent reserves the right to select contractors for such repairs.

**Security:** The protection of the property of exhibitors shall at all times remain in the sole responsibility and custody of each exhibitor. ICF will provide overnight watchpersons when the exhibit hall is not operational, however, furnishing of such services shall not be construed to be any assumption of obligation or duty with respect to the property protection of the exhibitor.

**Responsibility of Exhibitor:** The exhibitor retains sole legal and financial responsibility for its own exhibit personnel, agents or volunteers, and for any exhibit materials or property as well as the conduct of its activities within the exhibition area and conference. ICF disclaims any and all liability for any injuries or damages to persons or property arising out of the exhibitor's activities at the ICF Converge. The exhibitor shall be solely responsible for obtaining commercially reasonable limits of property and liability insurance coverage to insure its property and activities at the ICF Converge.

**Show Management Responsibility:** In the event of a conflict between the terms and conditions set forth herein and ICF's contract with the hotel, the hotel contract terms and conditions supersede those set forth in these terms and conditions.

**Conduct:** At all times during ICF Converge, attendees, guests, and exhibitors are expected to treat other ICF Converge attendees, exhibitors, guests, ICF staff, volunteers and contractors, as well as conference facility and hotel staff with professionalism and respect. Verbal or physical abuse will not be tolerated and will result in the expulsion of the offending party from ICF Converge. In addition, ICF reserves the right, in its sole and reasonable discretion, to prohibit violators of this provision of the Terms and Conditions from registration and participation in future ICF Converge events.

**Playing or Reproduction of Music:** Exhibitor shall not play music that is inappropriate, or at a level that is disturbing to other exhibitors and attendees. The playing of any music by the exhibitor must be pursuant to a current license granted to play the same. Obtaining such a license shall be the sole financial and legal responsibility of the exhibitor.

**Errors and Omissions:** ICF, its officers, directors, employees, volunteers, agents and contractors hereby disclaim any and all responsibility or liability for any services performed or materials delivered by other suppliers or vendors or their personnel or agents to the ICF Converge.

**Liability and Insurance:** Exhibitor understands and agrees that ICF and the hotel/conference facility, including their respective officers, directors, employees, staff, agents or volunteers, shall not be responsible for the safety of property of the exhibitor from theft, damage by fire, accident, vandalism or other causes, and the exhibitor hereby waives and releases any claims or demands it may have against any of them by reason of any damage to or loss of any property of the exhibitor. The exhibitor further understands and agrees that ICF and the hotel/conference facility, including their respective officers, directors, employees, agents, staff and volunteers, shall not be liable for injury of any type from any cause to persons conducting or otherwise participating in the ICF Converge or to invitees, guests or employees of the exhibitor. The exhibitor understands and agrees that ICF and the hotel/conference facility, including their respective officers, directors, employees, agents or volunteers, do not carry business interruption or property damage insurance coverage for loss or damage of exhibitor's property. It is strongly recommended that the exhibitor obtain adequate insurance coverage, at its own expense, for property loss or damage and liability for personal injury or death. The exhibitor understands and agrees that ICF and the hotel/conference facility, including their respective officers, directors, employees, agents or volunteers, shall not be liable to exhibitor in excess of consideration paid by exhibitor, exclusive of deposit, for breaches of conduct or tortious conduct by ICF.

**Hold Harmless and Indemnification:** Exhibitor warrants that it shall indemnify, hold harmless and defend ICF and the hotel/conference facility, and their respective officers, directors, employees, volunteers and agents from and against any and all third party claims, actions, causes of action, losses, liabilities, judgments, injuries or damages to persons or property, costs and expenses, including, but not limited to reasonable attorneys' fees and court costs, arising out of or resulting directly or indirectly from the negligent acts, errors or omissions, intentional or willful misconduct or breach of these terms, conditions, rules and regulations by the exhibitor, its officers, directors, employees, agents, volunteers, contractors or authorized representatives. Furthermore, the exhibitor assumes full legal and financial responsibility and liability for the actions and conduct of its officers, directors, agents, representatives, employees, volunteers, and contractors whether acting within or without the scope of their authority. The warranties made herein shall survive the conclusion of the ICF Converge.

**Enforcement of Regulations:** ICF retains full power and authority to interpret and enforce all rules and regulations of the ICF Converge and power to make amendments and/or further rules and regulations that are considered necessary for proper conduct in the exhibition area and at the conference. Such decisions shall be binding upon all exhibitors. Failure to comply with these or any other regulations or amendments may be sufficient cause for ICF to require immediate removal of the exhibit and/or offending exhibitor. Failure to comply may also result in forfeiture of all further rights to exhibit at future seminars and conferences sponsored by ICF, together with all fees paid. ICF may lease any space so forfeited to another exhibitor and retain all revenue collected.

**Cancellation or Postponement of ICF Converge 2026:** In the event the ICF Converge is postponed due to any occurrence not occasioned by the conduct of ICF or the hotel/conference facility or exhibitor, whether such occurrence be an Act of God, natural disaster, including hurricane, tornado, earthquake, common enemy, result of war, riot, civil commotion, act of terrorism, public health emergency, pandemic, labor dispute, government act, or act or conduct of any person or persons not a party to these terms and conditions, then performance of the parties under these terms and conditions shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event for the duration of such postponement. In the event that such occurrence results in cancellation of the ICF Converge, the obligations of the parties under these terms and conditions shall automatically be terminated and all rental payments made under these terms and conditions shall be refunded to the exhibitor, less a pro rata share of expenses actually incurred by ICF in connection with the conference or exhibition. ICF reserves the right, with no liability to the exhibitor for refunds, additional expenses or otherwise, to change the date or place of the ICF Converge upon two weeks written notice to the exhibitor, effective from the date of mailing of such notice.

**Waiver:** Waiver by either party of any term or condition or breach shall not constitute a waiver of any other term or condition or breach of their agreement. Any rights of ICF shall not be deemed waived except as specifically stated in writing and signed by an authorized representative of ICF.

**Applicable Law and Jurisdiction:** Exhibitor agrees that the laws of the Kentucky shall control the construction and enforceability of these terms and conditions and hereby consents to the jurisdiction of the courts of Kentucky with respect to any right of action arising under these terms and conditions.

**Severability:** In the event any provision of this Agreement is held invalid or unenforceable, then neither remaining provisions of this agreement nor other applications of provisions involved shall be affected thereby.

**Conference Photo Policy:** Registrants of the ICF Converge agree to allow ICF and its official photographer/videographer to photograph/video them in the context of the ICF Converge. Footage captured by the official ICF photographer/videographer may be used by ICF in future print and electronic promotional and archival materials as well as the ICF website. For questions or concerns, please call Toby Bishop at +1.859.219.3560 or email at [toby.bishop@coachingfederation.org](mailto:toby.bishop@coachingfederation.org).