

## Exhibitor Reference Materials

### Exhibit Space Rates

To apply for exhibit space, fill in all information on the online application, view floor plan, select several available booth choices, and list in order of preference on application; then submit application for processing.

For Returning Exhibitors, the cost is \$23.75 per sq. ft. of exhibit space. A Returning Exhibitor is a company that exhibited in IWF Atlanta 2024 and/or 2026. For New Exhibitors, the cost is \$27.00 per sq. ft. of exhibit space. A New Exhibitor is a company that didn't exhibit in the last two shows (IWF Atlanta 2024 and 2026). For both Returning and New Exhibitors, the rate for double decker exhibit space is 50% of the per sq. ft. rate of Exhibitor's space.

In addition to the exhibit space cost, there is a \$150.00 contract processing fee due with each Exhibitor's first exhibit space payment. IWF West reserves the right to relocate an Exhibitor to space other than specified herein, to alter floor plans, or to assign space based on special Exhibitor requirements in the best interest of the exhibition.

### Association Discounts

Members of the **Wood Industry Association (WIA)** may receive a maximum discount of 20% on contracted exhibit space up to 5,000 sq. ft. The association sets its own criteria and discount policy.

In order for an Exhibitor to be eligible for any discount as a result of the Exhibitor's membership in the association listed above, the Exhibitor must be a member in continuous good standing from the date of execution of the Contract

for Exhibition Space through the dates of the International Woodworking Fair. If an Exhibitor ceases to be a member in the IWF West sponsoring association, Exhibitor shall be required to pay to IWF West the amount of any discounts awarded to Exhibitor as a result of such membership.

### Payment Policy

In order for any discounts to apply, including discounts awarded due to Exhibitor's membership in any association sponsoring IWF West, all check or money order payments must be postmarked by a government postal agency or overnight delivery service by the scheduled payment due dates (see next page) and Exhibitor must be a member in continuous good standing at all times throughout the dates of IWF West. If Exhibitor ceases to be a member in any IWF West sponsoring association following the execution of this contract, but before the end of IWF West, Exhibitor shall be required to pay to IWF West the amount of any discounts awarded to Exhibitor as a result of such membership. Any past due balances, beyond 45 days will be subject to a 1.5% monthly late payment charge. Any booth space with a past due balance is a subject to cancellation. Any credit card and bank wire transfer payments must be received on or before the scheduled payment due dates (see next page). If Exhibitor chooses to make payment by credit card, a 2% processing fee will be added to the amount of the payment being processed. Also, the Exhibitor must remain a member of any association sponsoring IWF West, in continuous good standing at all times throughout the dates of IWF West.

### If you have any questions, contact IWF West:

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**Exhibitor Services**  
[ExhibitorServicesWest@iwfwest.com](mailto:ExhibitorServicesWest@iwfwest.com)  
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**IWF West 2027 Payment Schedule**

<b>Initial – 25%</b> (Plus \$150.00 contract processing fee)	Invoice Sent	Upon application confirmation
	<b>Payment Deadline</b>	<b>30 days from invoice date</b>
<b>2nd Period – 50%</b>	Invoice Sent	Week of Tuesday, December 15, 2026
	<b>Payment Deadline</b>	<b>Tuesday, January 27, 2027</b>
<b>3rd Period – 25%</b>	Invoice Sent	Week of Tuesday, March 30, 2027
	<b>Payment Deadline</b>	<b>Tuesday, April 27, 2027</b>

**Cancellation Policy**

Cancellation of the exhibition space contract is conditioned on acceptance by IWF West in its sole discretion and only after being submitted in writing. Following acceptance of cancellation, Exhibitor waives any claim to and will not be entitled to any refunds.

**Space Reduction Policy**

If an Exhibitor wants to reduce the size of their space after January 15, 2027, they must notify Show Management in writing and the following liquidated damages would apply:

<b>1 sq. ft. – 1,000 sq. ft.</b>	<b>75% on the amount of space reduced</b>
<b>1,001 sq. ft. – 3,000 sq. ft.</b>	<b>85% on the amount of space reduced</b>
<b>More than 3,000 sq. ft.</b>	<b>100% on the amount of space reduced</b>

If an Exhibitor reduces their contracted space by 25% or less on or before January 15, 2027, they will be awarded one seniority point for their participation in that year’s

IWF West. If an Exhibitor reduces their contracted space from 26% to 50% on or before January 15, 2027, they will be awarded one-half of one seniority point for their participating in that year’s IWF West. If an Exhibitor reduces their contracted space by more than 50% on or before January 15, 2027, they will not be awarded a seniority point for participating in that year’s IWF West. All reductions of contracted space after January 15, 2027, will result in forfeiture of a seniority point for that year’s participation in IWF West. If an Exhibitor has not contracted for space for two or more IWF West shows in a row, all seniority is lost.

**Lotteries and/or Contests**

If the Exhibitor conducts a contest in which prize(s) will be given away, Exhibitor acknowledges that they will comply with all applicable state and federal laws, and Exhibitor Rule 10 on their Space Contract.

**Federal Tax I.D. Number**

IWF West, LLC, #41-2640912

## Priority Assignment System

Beginning with IWF West 2029, the initial exhibit space assignment for IWF West Exhibitors is based on a Priority Point System, which is determined by seniority and size of exhibit space. To be considered for priority space assignment, your application must be received by IWF West by your predetermined deadline.

This Exhibit Space Assignment Priority System sets forth the policy of IWF West, LLC (IWF West) and does not constitute a contract or create any rights or otherwise, on behalf of any Exhibitor. IWF West reserves the right to modify or discontinue the Exhibit Space Assignment Priority System at any time.

### **To calculate priority, IWF West follows three steps:**

**1. Seniority:** Calculated by assigning one point for each IWF West show the Exhibitor has participated in, starting with 2027 for a maximum of one point. If the Exhibitor has missed two or more shows in a row, all seniority is lost.

**2. Priority:** Calculated by multiplying the Exhibitor's seniority points by the size of their last contracted booth space.

**3. Seniority Group:** Exhibitors are then grouped based on their seniority points. Assignments are made in descending order in the group, based on the priority points of the Exhibitors.

Once space has been contracted, any reduction in space may result in reduced or no seniority point being awarded to the Exhibitor's Priority Status for that show. All applications received after the deadline date will be assigned on a first come, first served basis after all Exhibitors in the priority group have been assigned exhibit space.