

Priority 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 IWF 2022 and/or 2024 exhibitors, the cost is \$18.25 per sq. ft. of exhibit space. For exhibitors contracting for more than 5,000 sq. ft. of exhibit space, the cost is \$5.00 per sq. ft. for the additional exhibit space over 5,000 sq. ft. The rate for double decker exhibit space is 50% of the per sq. ft. of exhibitor's space rate.

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 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 contract 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 sponsoring association, Exhibitor shall be required to pay to IWF the amount of any discounts awarded to Exhibitor as a result of such membership.

Exhibit Space Size Discounts

Exhibitors that are not members of the sponsoring association listed above, that contract for 3,000 sq. ft. of exhibit space or more, will receive a maximum discount of 15% on contracted exhibit space up to 5,000 sq. ft. Association and exhibit space discounts are not cumulative.

If you have questions, contact IWF:

Brian Chatten
Vice President of Business Development
bc@iwfatlanta.com
[404.693.8342](tel:404.693.8342)

J.P. Roberts
Director of Sales
jp@iwfatlanta.com
[404.693.8337](tel:404.693.8337)

IWF Exhibitor Services
exhibitorservices@iwfatlanta.com
[404.693.8333](tel:404.693.8333)

Payment Policy

In order for any discounts to apply, including discounts awarded due to Exhibitor’s membership in any association sponsoring IWF, all check or money order payments must be postmarked by a government postal agency or overnight delivery service by the below due dates and Exhibitor must be a member in continuous good standing at all times throughout the dates of IWF. If Exhibitor ceases to be a member in any IWF sponsoring association following the execution of this contract, but before the end of IWF, Exhibitor shall be required to pay to IWF 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 past due balance is a subject to cancellation. Any credit card and bank wire transfer payments must be received on or before the dates below. 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, in continuous good standing at all times throughout the dates of IWF. Invoice payment due dates, remaining balances will be billed according to the following schedule:

IWF 2026 Payment Schedule

| | | |
|----------------------------------|-------------------------|----------------------------------|
| Initial 10% | Invoice Sent | Week of April 21, 2025 |
| | Payment Deadline | Tuesday, May 27, 2025 |
| 2nd Period 15% | Invoice Sent | Week of September 22, 2025 |
| | Payment Deadline | Tuesday, October 21, 2025 |
| 3rd Period 25% | Invoice Sent | Week of December 15, 2025 |
| | Payment Deadline | Tuesday, January 20, 2026 |
| 4th Period 25% | Invoice Sent | Week of February 16, 2026 |
| | Payment Deadline | Tuesday, March 17, 2026 |
| 5th Period 25% | Invoice Sent | Week of April 20, 2026 |
| | Payment Deadline | Tuesday, May 19, 2026 |

Cancellation Policy

Cancellation of the exhibition space contract is conditioned on acceptance by IWF 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 9, 2026, they must notify Show Management in writing and the following liquidated damages would apply:

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|--------------------------------------|--|
| 1 sq. ft. – 1,000 sq. ft. | 75% on the amount of space reduced |
| 1,001 sq. ft. – 3,000 sq. ft. | 85% on the amount of space reduced |
| More than 3,000 sq. ft. | 100% on the amount of space reduced |

If an exhibitor reduces their contracted space by 25% or less on or before January 9, 2026, they will be awarded one seniority point for their participation in that year's IWF. If an exhibitor reduces their contracted space from 26% to 50% on or before January 9, 2026, they will be awarded one-half of one seniority point for their participating in that year's IWF. If an exhibitor reduces their contracted space by more than 50% on or before January 9, 2026, they will not be awarded a seniority point for participating in that year's IWF. All reductions of contracted space after January 9, 2026, will result in forfeiture of a seniority point for that year's participation in IWF. If an exhibitor has not contracted for space for two or more 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

International Woodworking Fair, LLC, #46-1566499

Important IWF 2026 Exhibit Information

Exhibit Space Fees

- For returning IWF 2022 and IWF 2024 contracting exhibitors, the cost of exhibit space is \$18.25 per sq. ft.
- For other contracting exhibitors, the cost of exhibit space is \$20.75 per sq. ft.
- For exhibitors contracting for more than 5,000 sq. ft. of exhibit space, the cost of the additional exhibit space over 5,000 sq. ft. is \$5.00 per sq. ft.
- The rate for double-decker exhibit space is 50% of the exhibitor’s per-sq.-ft. space rate.
- In addition to the exhibit space cost, there is a \$150.00 contract processing fee due with each exhibitor’s first exhibit space payment.

Important Dates to Remember

Dates are subject to change. Be sure to check the Exhibitor Service Manual or www.iwfatlanta.com for any updates!

*Invoices will be sent upon booth assignment. Invoice reminders will be sent 30 days prior to payment due date. First Payment Date is May 27, 2025.

**To be considered for priority space assignment for IWF 2026, your application must be received by IWF by your predetermined deadline.

Important Dates – 2025

| | |
|-----------------------|--|
| January 2025 | Priority Assignment begins. Application due based on predetermined deadline. |
| | Sales open for advertising & marketing promotions |
| April 2025 | Initial 10% invoice sent week of April 21, 2025 |
| May 2025 | Initial 10% payment due May 27, 2025 |
| September 2025 | Second period 15% invoice sent week of September 22, 2025 |
| October 2025 | Second period 15% payment due October 21, 2025 |
| | Online seniority housing opens for exhibitors |
| November 2025 | Exhibitor registration & housing opens for all |
| December 2025 | Third period 25% invoice sent week of December 15, 2025 |

Important Dates – 2026

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|----------------------|--|
| January 2026 | Third period 25% payment due January 20, 2026 |
| | Online Exhibitor Service Manual available for ordering show services |
| | Register qualified distributors |
| February 2026 | Fourth period 25% invoice sent week of February 16, 2026 |
| March 2026 | Fourth period 25% payment due March 17, 2026 |
| April 2026 | Fifth period 25% Invoice sent week of April 20, 2026 |
| | Early names due entry deadline |
| May 2026 | Fifth period 25% payment due May 19, 2026 |
| June 2026 | Submit names for exhibitor hotel blocks |
| | Exhibitor Directory Listing due for online directory |
| | Artwork due for advertising and show site marketing promotions |
| | Multi-story exhibit booth and hanging sign plans due for approval |
| July 2026 | GES discount deadline |
| | Lead management system deadline |
| | Order utilities (Electrical, Compressed Air, Water Drain, Natural Gas, Cable Service, Wireless Network and Telecommunications) |
| | Register exhibitor-appointed contractors |
| August 2026 | Exhibitor move-in begins |
| | SHOW OPENS Tuesday, August 25, 2026 |
| | SHOW CLOSES Friday, August 28, 2026 |

Priority Assignment System

Initial exhibit space assignment for IWF 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 by your predetermined deadline.

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

To calculate priority, IWF follows three steps:

- 1. Seniority:** Calculated by assigning one point for each IWF show the Exhibitor has participated in, starting with 1970, for a maximum of 28 points. 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.