

IFT CACTUS 2026 SUPPLIERS NIGHT - FAQ FOR EXHIBITORS

VENUE: El Zaribah Shrine, 552 North 40th Street, Phoenix, AZ 85008

VENUE COORDINATOR – Maria Arellano (rentals@el-zaribah.org)

SCHEDULE OF EVENTS

March 18th, 2026 (Wednesday):

- **1.30 pm to 4 pm - Vendor Setup in the Expo Auditorium**

March 19th, 2026 (Thursday)

- **10.00 – 2.00 pm - Vendor Setup in the Expo Auditorium**
- **3.30 pm - Expo Starts**
- **3.30 to 6.00 pm - Expo in the Main Auditorium**
- **4 pm; 4.30 pm and 5.30 pm – Raffle Prize Draws for Attendees**
- **5.10 pm – 5.20 pm – Short Remarks and Introduction to the Cactus IFT Board**
- **6.00 to 7.30 pm - Happy Hour**

ENTRANCE

Exhibitors – North Entrance (Gate will be propped Open) - See Floor Map

Attendees – Main Entrance (South Entrance) – See Floor Map

PARKING – South side (Main parking Lot)

BOOTH SETUP:

All booths are 8 Feet Long x 30 inch wide, covered in black linen, and come with two padded chairs. Booth number will be displayed on the booth table. Waste baskets are provided at each booth, and are also spread throughout the auditorium. Only tabletop displays are allowed to be setup on the booths. NO Freestanding booths nor Freestanding displays are allowed. Booths must be staffed for the duration of the exposition.

BOOTH ASSIGNMENTS: See our Floor Plan on the Event site

BADGES (Exhibitor)

Badges can be picked up after Vendor Check-In.

Attendee Registration and Check-Ins will be at the main entrance.

ELECTRICITY AT BOOTH

For vendors who purchased an electric connection for their booth, electrical connection will be provided.

SHIPPING

Vendors who purchased DRAYAGE Services ticket can ship maximum 100 lbs. per ticket, and it includes both inbound/outbound shipping.

INBOUND SHIPPING

1. Please Provide Eventbrite ticket order Number. The Incoming Shipment address:

Exhibitor Services
El Zaribah Shrine
552 North 40th Street
Phoenix, AZ 85008

Telephone: 602 231 0300 x 24

Attn: The Cactus Section of the IFT Suppliers Night, Show date – March 19, 2026

2. Please label the boxes clearly with company name and # of boxes as “x of y” to allow easy handling / tracking.
3. Incoming shipments can be scheduled to arrive only 1-5 business days before the show. Shipment must arrive on a weekday. No receiving services on weekends.
4. Please email The Shrine at rentals@el-zaribah.org to let them know of your shipment. Use Email Subject “Shipment or IFT 3.19.2026”. # Boxes. “
5. Please save the details to track your shipment.
6. Please provide enough shipping time to account for any shipment delays.

OUTBOUND SHIPPING

1. Please Provide Eventbrite ticket order Number
2. Print out and bring your return shipping label (it must have a barcode)
3. Contact your carrier and make arrangements for pick-up directly from the show site. Event staff will not call the carrier on your behalf.
4. Allow at least a day after the show for boxes to be picked up. The venue can remind UPS or FEDEX for the pickup upon request.
5. All company materials must be removed during tear-down. Any materials remaining at the conclusion of tear-down are considered trash and will be disposed of.
6. Note on outbound shipment about estimating weight and number of packages returning: The shipping company will only charge based on what you actually ship.
7. We suggest you have an All-Risk Insurance for your shipments.

BROCHURE:

Brochures will be printed listing exhibitors and their contact information, sponsors, and other information to hand out to all attendees and exhibitors.

KEY CONTACTS and LINKS:

- **Event Main Contact** – venky.narayanaswamy@gandiproductions.com
- **Venue Main Contact** – rentals@el-zaribah.org
- **Marketing Main Contact** – janineneal08@gmail.com
- **Onsite Information** – <https://www.cactusift.org/suppliers-night>