



IB GLOBAL CONFERENCE 2019

24–26 October • Abu Dhabi, UAE

Sponsors & Exhibitors – Important information

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Sponsorship & Exhibiting Opportunities

Benefits/Levels	Global*	Platinum*	Gold*	Silver*	Exhibitor*
	Sold out	EUR 15.000 Sold out	EUR 10.000 Sold out	EUR 5.000	EUR 2.200
Conference registrations**	5	4	3	2	1
Advertisement in conference programme	full page	full page	½ page	½ page	½ page at EUR 500
Tables with chairs and free Wi-Fi	2	2	2	1	1
Choice of placement in exhibit hall	✓	✓	upon availability	-	-
Presentation video during plenary walk-in	✓	-	-	-	-
Logo presentation before plenary walk-in video's		✓	-	-	-
Logo implementation on venue TV screens	✓	✓	✓	-	-
Rotating banner on conference app	✓	✓	-	-	-
Expo sessions***, including push notifications	2	1	1	500 EUR upon availability	500 EUR upon availability
Choice of branding one major conference collateral	✓	upon availability	upon availability	-	-
Purchasable conference venue branding (at applicable costs)	✓	✓	-	-	-
Conference signage (logo)	✓	✓	✓	✓	-
Company description, logo and website on conference app	✓	✓	✓	✓	Company name (linked)
Logo on IB website	✓	✓	✓	✓	Company name (linked)
Acknowledgement in the conference programme	✓	✓	✓	✓	✓
All coffee breaks and meals	✓	✓	✓	✓	✓
Welcome reception and conference evening	✓	✓	✓	✓	✓
Invitations to the conference appreciation dinner	2	2	-	-	-
Companion pass for the welcome reception and conference evening (at EUR 160 p.p.)	max. 3	max. 2	max. 2	max. 2	max. 2



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** All packages vary in quantities and benefit levels, which are identified on the [IB website](#). We cannot guarantee all package benefits for late registrations (please check the Terms & Conditions document on our website for registration and cancellation terms).*

***Up to two additional registrations at a reduced conference registration fee of 485 EUR, incl. access to all conference sessions, meals, opening reception and conference evening.*

****Expo Sessions will take place on Friday, 25th October and Saturday, 26th October during lunch breaks (13:00-14:00) and provide sponsors & exhibitors with an opportunity to present themselves to the conference participants. Cost to conduct one session: EUR 500, upon availability.*

(Two sessions are included in Global sponsorship, and one session in Platinum & Gold sponsorship packages.

Additional expo sessions might become available at a later time and will be allocated at the IB's sole discretion on a 'first come first serve' basis.) Please contact us at: conference.ibaem@ibo.org to get more information.



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Onsite registration & table setup

After entering the ADNEC conference venue, please follow the signage to the IB registration and help desk area / conference area. Your exhibitor badge will be pre-printed and ready for pick up at the sponsor / exhibition desk (based next to entrance D, opposite the security check points of the IB conference area). Please be aware that the self-check in service won't be available for you as your badge has been already printed by the IB team.

At the pick-up point, Natalia Barragan, your direct IB contact, will welcome you and hand out your conference badge.

Security badge check:

You will be only allowed to enter the conference premises with an official IB conference exhibitor / sponsor badge.

Prior to the conference dates, you were informed about your assigned table number at the conference exhibition space. For more information or if you are not aware about your number, please contact the IB conference team upfront or ask onsite at the exhibitor / sponsor desk (registration area).

Setup of your table will be possible **on Thursday, 24th October** from **8:00am – 12:00 pm**. Please note that you must register before being able to setup. The exhibition area opens at 12:00 pm with the first lunch break (12:00 – 13:00).

Conference Exhibitor Package

The following will be provided to you onsite:

- Your exhibitor badge to access the IB Global Conference and its associated evening events
- One table 180x55cm 75 height (incl. two chairs) / Sponsor packages Global, Platinum, Gold: 2 tables, 4 chairs
- One power connection (1 kW) with 3 sockets
- Strong Wi-fi connection
- Access to all lunches and coffee breaks



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Additional equipment

ADNEC services offers the possibility of renting AV additional equipment for your table. Please fill in this [order form](#) and send it to customer.services@adnec.ae.

Available items:

- 6000 ANSI Lumens DLP Projector
- 3800 ANSI Lumen WXGA Projector
- Fast Fold Portable Screen (size: 2.5 x 3.5m)
- Tripod Portable Screen (size: 2 x 2m)
- Presentation Laptop
- 46' LED TV with stand
- Audio Package: 2xPowered Speaker, Lectern
- Video Package: 3800 Ansi Lumens + Tripod Portable Screen (size: 2X2m)
- AV Package: Audio and video for 50 - 100 pax

Set-up and dismantling

- You can access the exhibition area starting Thursday October 24th, as of 8:00 am
- It is preferable that set up is complete by 11:30 am that day before the first lunch break
- Catering will be held in the exhibition areas (during the official lunch break, one buffet will open 30 minutes earlier for sponsors and exhibitors to provide sufficient networking time during the official lunch time with participants. The IB will also arrange one coffee / tea point for exhibitors / sponsors throughout the full day.)

IB and venue staff will be available to assist.

- The exhibition table must be dismantled on Saturday 26th October between 16:00 and 18:00 (please avoid earlier breakdown as delegates will be still in the area).
- During set up please remain within the designated area for safety requirements.
- The exhibitor must ensure that no dangerous goods such as flammable liquids or toxic substances are brought to the venue.



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As space is limited, we'd like to ensure that your stand will adequately accommodate your presentation materials or other planned activities. For any special set up wishes, we would appreciate if you could explain your arrival and set up plans as well as confirm whether you will rent additional audio-visual equipment or other visual/audio displays or animations.

Please note that we have global communication policies that require that we are informed of any videography interests. If we are aware of your creative interest or incentives, we could thus be in a position to better advise on what is possible within our policies as well as within the venue parameters and designated space.

If you would like to speak more thoroughly about this, please feel free to call or set up a time for a follow up call.

Banners

We would like to take this opportunity to remind you about the space available in the venue. The space around the tables is limited, therefore out of respect for your fellow exhibitors we kindly request you adhere to the following:

There is space next to the desk for one standard pull-up banner. If you are bringing any larger pull-up displays they must fit behind your desk and they cannot be placed next to the desk.

If you have any concerns about this, please do let us know prior to the conference.

Please read carefully the following information below:

The Following Activities are Strictly Prohibited within the ADNEC;

- The use of mechanised/electrical sanding equipment
- Grinding of metals, masonry, stone
- Welding
- The use of mechanical/electrical equipment for the cutting of wood (particularly MDF and chipboard)
- Other designated 'hot works'
- Spraying of aerosol or oil-based paints
- The use of glues, paints or adhesives with a high Volatile Organic Compound (VOC) content
- Any activity that may generate air pollutants, dust, gases or vapours that may be hazardous or harmful to human health or create airborne pollution
- All materials required for the build-up of your stands or features should be prepared and pre-fabricated off-site



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- Hot Works permits are available from the ADNEC Health and Safety and Facilities Management departments (subject to conditions being met)
- Approved Hot work activities should be carried out in designated areas as instructed by the FM or Safety Teams
- The use of mechanised sanding equipment may be permissible subject to it having an integral dust-removal/vacuum capability. Proof will be required that such power tools are fit for purpose and their usage will be closely monitored
- Protective carpet or sufficient strength must be laid on areas of the venue that have marble or ceramic flooring prior to the off-loading of materials or the commencement of any build-up or breakdown
- An additional layer of plastic may also be required subject to the nature of the activity taking place
- Motorised vehicles which form part of a display or exhibit should be safely drained of fuel and only contain minimal petrol or diesel
- The batteries of motorised vehicles should be disconnected and be positioned within the designated area of the stand or feature
- Tail lifts, doors, towing bars or any other part of the vehicle should not protrude or open into gangways or pose a risk to persons within the Halls
- All vehicles should have a drip-tray positioned underneath which should be located within the boundary of the stand
- The storage of fuel, flammable gases or other combustible substances is not permitted on the ADNEC site
- Re-fuelling of vehicles or machines is not permitted within the Halls or public circulation areas
- Exposed distribution boards located around the perimeter of the Halls should be covered by shell-scheme or other suitable screening/walling

Fines may be applied to violators of the directive.

Power to tools and equipment will be disconnected should individuals ignore the directive.

In exceptional circumstances, contractors will be permanently removed from site for repeated failure to observe the directive.

All build-up, open period and breakdown activities will be closely monitored to ensure full compliance with the directive.



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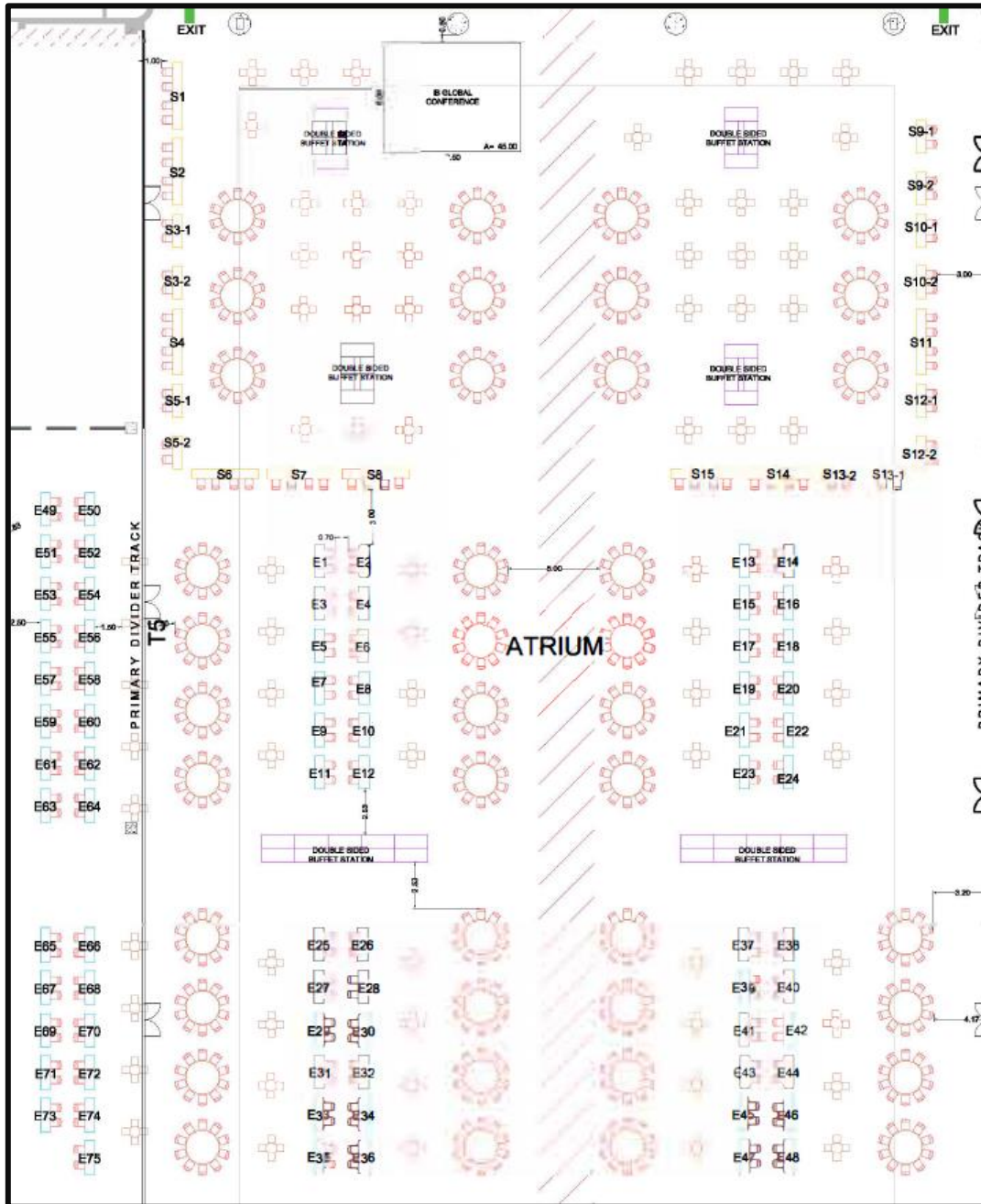
Exhibition Floor Plans





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Expo Sessions

Expo sessions

Expo sessions are taking place on Friday Oct. 25th and Saturday Oct.26th between 13:15 and 14:15 and provide sponsors & exhibitors with an opportunity to present themselves to the conference participants.

All expo sessions for Friday and Saturday are sold out.

Since rooms will be used for further presentation sessions right after expo sessions, we kindly ask everybody to refrain from altering the room set-up.

Lead Capture

IB has partnered with Cvent to make it easier for sponsors and exhibitors to track leads generated at the IB Global Conference. By purchasing and downloading the easy-to-use mobile app to your device, you can effortlessly track the impact of your attendance at the conference and export your contact data securely, while focusing on making those all-important connections.

Please see full information [here](#).



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Shipping information

Agility is the exclusive warehousing and logistics partner for the Abu Dhabi National Exhibition Centre (ADNEC) where the IB Global Conference 2019 will be held.

Sponsors and Exhibitors intending to ship goods to the conference must contact Agility following the procedures described in the text and documentations below.

Agility will deal with the reception, warehousing, and on-site distribution of goods shipped to UAE by sponsors and exhibitors for the IB conference. Information, conditions, rates, timelines and labels for the shipment of goods to (or by Agility) can be found via the links below.

The costs of the Agility transport handling services are not included in the Sponsors and Exhibitors fee and need to be paid directly to Agility (in advance) separately.

Important points for Sponsors and Exhibitors shipments:

- Agility requires their charges to be settled in advance via a bank transfer or in cash or through a master or visa credit card payment on-site prior to the delivery of shipments or their services
- Agility must be informed of intended shipments asap and latest 2 weeks prior to all arrivals
- Agility will not accept shipments of unpaid freight charges of carriers on arrival
- Agility is not liable for late or non-delivery of goods because not following-up of instructions
- Items shipped to Abu Dhabi or Dubai on a permanent basis are subject to 10.5% Import Duty & VAT (Except for local shipment from within the United Arab Emirates (UAE))

Deadline

- Shipments sent by courier must be arranged 2 weeks prior to the required delivery date.
- Shipments sent as airfreight must be arranged 7 days prior to the required delivery date. Agility does not support storage of airfreight shipment, being sent more than 3 days in advance of the conference start.

IB Conference shipment document

[Agility shipping information & handling rates](#)

This document includes the order form and examples and instructions for commercial invoices, shipping labels and packing list.



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Optional Agility transport services

Agility logistics can also arrange transportation, customs clearing, airport pick up from and return shipment handling for sponsors and exhibitors seeking to use these services.

Return shipment requests

Those sponsors and exhibitors who have requested and prepaid return shipments will have the necessary return papers delivered to their stand during the conference.

Contact Agility with any further questions:

Abuturab Kuvawala
Business Development Manager
Email: AKuvawala@agility.com

We are looking forward to welcoming you at the IB Global Conference, being held in Abu Dhabi 24th – 26th October, at the ADNEC conference venue.

Your IB Conference Team / Natalia Barragan