

## 2011 Exhibitors Guidelines for Hong Kong Conference

Exhibit space in Hong Kong will be located in the foyer outside the ballrooms where the sessions will be held. Morning and afternoon breaks will also be held in this area as will the registration desk. Each exhibit space will consist of a covered table (6' long x 30" wide / 1.83cm long x 0.75cm wide) and 1-2 chairs. The table may be removed for floor standing exhibits.

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| <b>Cost:</b>  | \$750 per 6' exhibit space which includes one (1) two-day conference registration. (value \$395)   |
| <b>To Reserve Space:</b>  | Complete the on-line conference registration form, indicating your 1st and 2nd choice exhibit space location or email Kim at <a href="mailto:pr@ipata.com">pr@ipata.com</a> .  |
| <b>Schedule:</b>  | Setup: Monday, Nov 7, 2011 – 7:00-8:00 a.m.<br>Breakdown: Tuesday, Nov 8, 2011 – 5:00-6:00 p.m.  |
| <b>Security:</b>  | The exhibit area is in an open foyer though there is very little foot traffic after hours. However, since the area cannot be locked in the evenings, you may wish to make plans to remove (or hide) any high value equipment and display materials.  |
| <b>Shipping:</b>  | Due to limited storage space, the hotel requires that all materials must arrive within 3 days prior to the start of the conference.  |
| <b><i>Materials must be addressed to the hotel as follows:</i></b>  |  |
| <b>Eaton Hotel Hong Kong</b><br>380 Nathan Road, Kowloon, Hong Kong<br>Tel: (+852) 2782 1818 Fax: (+852) 2782 5561<br>Email: <a href="mailto:eshkg.info@eatonhotels.com">eshkg.info@eatonhotels.com</a><br>Attn: Cherie Derouin -- For: ( <i>Your Name</i> ) IPATA Conference – Nov 7-8, 2011 |  |
| <b>Number of Attendees:</b>   | Conferences usually have approximately 80 - 120 attendees. Feel free to contact IPATA's Admin Office for an update on the total number of registered attendees about one week prior to the start of the meeting if you need a firm count for distribution of materials.  |
| <b>Audio-Visual Equipment for stand:</b>  | AV equipment may be ordered at an additional charge with the exception of electricity which is at no charge. Please notify IPATA of any special needs at least 3 weeks prior to the conference so that we can give you a price quote and place your order with the hotel. Payment for special AV equipment is required prior to the start of the conference. |