

SPONSOR INFORMATION



VENUE CONTACT:

Meeting.copenhagen@scandichotels.com
Tel: +45 3375 7125

KHL CONTACT:

Contact your sales representative or
gary.brinklow@khl.com
Cell: +44 07714 137281

SHIPMENT BEFORE THE EVENT

It is possible to ship material, documents and/or anything you might need for your exhibition before the event. Please make sure it arrives at the earliest two days prior to the event, so 11 of March 2024.

Shipments to Scandic Copenhagen must be marked as follows:

Name – IPAF
c/o Scandic Copenhagen,
Vester Soegade 6
DK – 1601 Copenhagen V
Denmark

The exhibitor stand is 6 m² and includes:

Please see below for sponsors level stand size.
1 power outlet
1 conference table (60x120cm) no table cloth
1 chair
Wi-Fi
Cleaning before the start of the exhibition/ event every day

It is not allowed to use nails/screws or anything similar that possibly could damage the walls/ floors or interior of the hotel. No roll ups or other marketing material is allowed outside of the stand.

ADDITIONAL EQUIPMENT

Extra equipment is available at an extra fee. Such extra equipment is ordered by sending an e-mail to meeting.copenhagen@scandichotels.com latest 20 days before the exhibition/ event. Terms of payment should also be arranged in advance.

Examples:

- Table cloth DKK 250 - per piece, per day
- High Café tables DKK 250 - per piece, per day
- High Bar chair DKK 250 - per piece, per day
- Extra conference table/ chair – free of charge
- Lounge/other furniture can be arranged by our partners, please ask for a quote
- Extra power outlets DKK 350 - per. Outlet/cable, per day
- Flowers, please ask for a quote
- AV-equipment, screens etc. Please ask for a quote
- Extra vacuum cleaning of the stand from DKK 250 - pr. 30 minutes

SET UP AND TEAR DOWN IS AGREED BETWEEN:

SETUP:

Wednesday 13 of March
13:30 – 18:00

TEAR DOWN:

Thursday 14 of March
16:00-17:00

Staff:

KHL & IPAF staff will be available during set up should you need assistance with your stand. Should you need additional help it is possible to rent Scandic staff á 500,- DKK pr. hour incl. VAT (min. 5 hours). Please contact meeting.copenhagen@scandichotels.com latest 2 weeks before the event if you want to order staff.

Food and beverages on the stand:

Food and beverages to be served from the stand must be agreed with the hotel. The hotel offers different food and beverages options, please email meeting.copenhagen@scandichotels.com latest 2 weeks before the event for an offer. It is not allowed to walk around between the stands with tastings

Garbage handling

Before the exhibition area opens, all empty boxes and waste must be removed from the area. It is not allowed to keep empty boxes ect. visible at the stand for the sake of the safety of our guests and staff.

Safety

For safety reasons it is not allowed to change a stand location, either before or during the event, this can happen only after written agreement with Scandic Copenhagen and organizer of the exhibition. Stands must never block emergency exits and all exhibitors are kindly asked to respect the markings indicating the corners of the stand. We do not recommend to let things of value stand at the booth when it is unattended. Please note that the hotel is not liable for any theft or damage to the stand and/or equipment.

STAND SIZES

3x2m

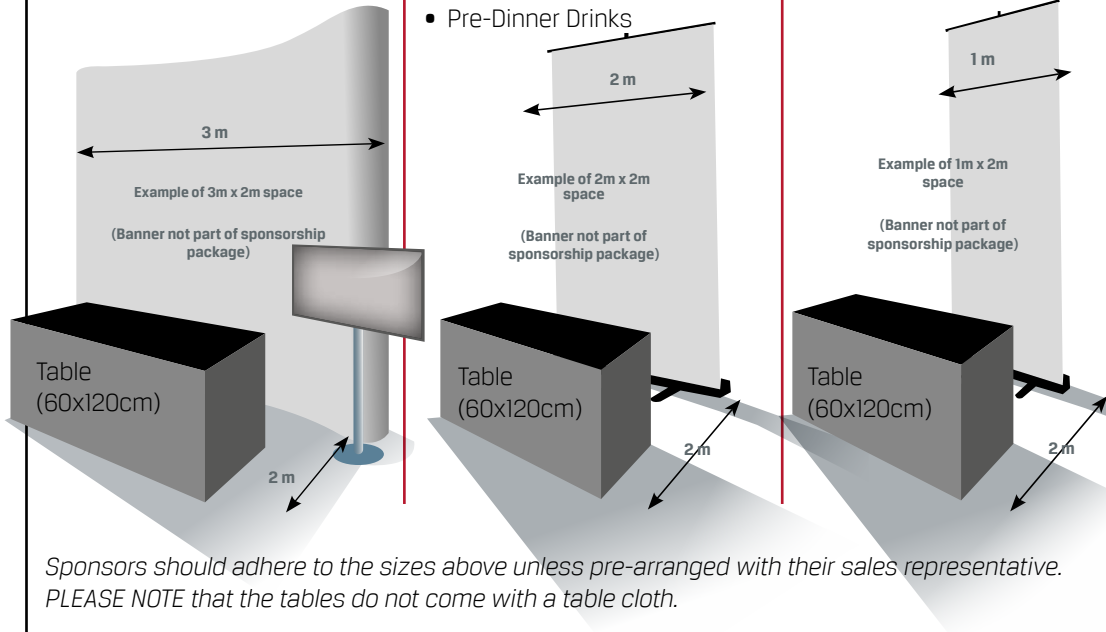
- Headline
- Platinum
- Gold

2x2m

- Silver
- Welcome Reception
- Registration & Networking
- Networking Lunch
- Pre-Dinner Drinks

1x2m

- Supporter
- Lanyard



Please submit the following

ATTENDEE NAMES

PLEASE SUPPLY: ATTENDEE NAMES, JOB TITLE, COMPANY & EMAIL
DEADLINE: 20 February, 2024
Please supply names to events@ipaf.org

AWARDS SHORTLIST AND MENU - ADVERT

ONLY APPLIES TO HEADLINE / PLATINUM / GOLD SPONSORS

FORMAT: Print ready, high resolution PDF
CMYK, no spot colour.

COLOUR: CMYK

Please add 3mm bleed on all sides

DEADLINE: 20 February, 2024

EMAIL to: gary.brinklow@khl.com

SIZE:

DOUBLE PAGE SPREAD (HEADLINE SPONSOR)

Total DPS size 210 x 210 mm (Single page size: W105 x H210 mm)

Include 3mm bleed on all sides.

SINGLE PAGE (PLATINUM & GOLD SPONSORS)

Page size: W105 x H210 mm)

Include 3mm bleed on all sides.