



Exhibitor-Sponsor Service Kit & Instructions

Thank you for supporting IPSSW2023 as an exhibitor and/or sponsor. You will find instructions for shipping to the hotel and ordering booth services below.

If you have any questions, please contact: info@ipssglobal.org

- Wi-Fi is available in the exhibit hall
- Premier Booth – 2 6-foot (1.8 m)/skirted tables, 4 chairs
- Standard Tabletop – 1 6-foot (1.8 m)/skirted table, 2 chairs

PAYMENTS

- You are responsible for all charges related to shipping, exhibit services or rental orders, material handling and any other services.
- Please direct all payment questions to the vendor.

EXHIBIT HOURS / ATTENDANCE WELCOME:

- Wednesday, 17 May – 7:30 – 19:00: Registration Open
- Wednesday, 17 May – 7:30 – 11:00: Exhibitor Set Up
- Wednesday, 17 May – 11:00: Exhibit Hall Opens
- Wednesday, 17 May – 11:15 – 12:15: Poster Presentations in the Exhibit Hall
- Wednesday, 17 May – 12:15 – 13:30 – Lunch in the Exhibit Hall
- Wednesday, 17 May – 15:30 – 14:00 – Refreshment Break in the Exhibit Hall
- Wednesday, 17 May – 16:00 – 17:00 – Poster Presentations in the Exhibit Hall
- Wednesday, 17 May – 18:45 – 20:00 – Happy Hour + Welcome Reception in Exhibit Hall
- Thursday, 18 May – 7:15 – 7:45 – Breakfast
- Thursday, 18 May – 10:00 – 10:30 – Exhibition, Refreshment & Connection Break
- Thursday, 18 May – 12:00 – 13:15 – Lunch in the Exhibit Hall
- Thursday, 18 May – 14:45 – 15:45 – Poster Presentations in the Exhibit Hall
- Thursday, 18 May – 19:00 – 23:00 – IPSS Party – Join us!
- Friday, 19 May – 8:00 – 8:30 – Breakfast
- Friday, 19 May – 10:00 – 10:30 – Refreshment & Connection Break
- Friday, 19 May – 11:45 – 13:00 – Lunch in the Exhibit Hall
- Friday, 19 May – 13:00 – 17:00 – Tear Down / Move Out

SHIPPING

From: Please fill in with information about who is shipping the box(es)

To: Sheraton Lisboa Hotel & Spa
Rua Latino Coelho, 1,
1069-025 Lisboa | Portugal

<p>Hold for & deliver to: (Name of contact person from client) – Your event name Dates of the event</p> <p>Contact person at hotel: Name of your Group Coordinator Box ___ of ____</p>
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CONTENTS: _____

NOTE: if you are shipping from outside the EU, please make sure to include numbered and detailed proforma invoice

POWER, INTERNET, AND AUDIO-VISUAL EQUIPMENT

- If you need to order power, internet, and audio-visual needs please reach out to Maria Calvario, joao.calvario@sheraton.com. She can assist with ordering in preparation for your arrival.

IPSSW 2023 Exhibitor Map

Sheraton Lisboa | 17 - 19 May 2023

 Exhibits

 Posters

 Meal Tables

