

EXHIBITOR INFORMATION AT-A-GLANCE

► THE SUPPLIERS – WHO PROVIDES WHAT?

Order forms for the official suppliers are included in the Exhibitor Service Manual.

The official contractors listed below act on their own behalf in all arrangements with exhibitors and are not agents, employees or representatives of the ISHRS. All services or materials supplied by the contractors as ordered by the exhibitor will be billed directly by the contractor to the exhibitor. Therefore, the ISHRS does not assume any liability or responsibility for any act performed or omitted by such official contractor.

#1: Panama Meetings, S.A.

Panama Meetings, S.A. is the **sole, exclusive** provider of the following services:

- trade show rental equipment & furnishings
- carpet rental (should you opt to add carpeting to your booth – the existing ballroom floor is carpeted)
- electrical
- lighting
- audio-visual
- inside of booth cleaning
- exhibit labor for installation & dismantle

They can also supply:

- graphics/signs
- custom-built booths*

***If you will have a CUSTOM BOOTH (provided by Panama Meetings, S.A. or other supplier), you must provide the booth design and specs to Jule Uddfolk at juddfolk@ishrs.org to seek ISHRS approval.**

ORDER DEADLINE: September 26, 2022

If you have **questions**, please contact:

Contact Person: Tomás Rodríguez, CEO & Sales

Office: +(507) 6072 6972 (Panama City, Panama)

E-mail: sales@panamameetings.com

#2: DSV Fairs & Expositions/Arturo Araùz, S.A.:

DSV Fairs & Expositions, partnering with Arturo Araùz, S.A. in Panama, is our official provider of **transportation, freight handling and customs services.**

- Please review their information in the Exhibitor Service Manual early and carefully to become familiar with shipping and import/export rules and regulations for Panama.
- It is highly recommended that you contact them early to be sure you will not have any issues shipping your exhibit goods.
- Although we recommend that you work with DSV/Arturo Araùz, you may work with your choice of transportation and customs service provider. However, note that you will need to ship to the DSV/ Arturo Araùz warehouse where your shipment will be held until they forward it to the ISHRS show floor on our exhibit installation day. You may not send your freight directly to the hotel.

Contact Person: Rob Henry, International Project Manager

Office: +941-861-8930 (Florida, USA)

E-mail: rob.henry@dsv.com

#3: Westin Playa Bonita:

For **internet service**, we have arranged to have the Westin Playa Bonita supply wireless internet service in our meeting space, including the exhibit hall. However, if you require a dedicated line for assured connection, you will want to order that service at your own cost through the Westin Playa Bonita. Contact Jule Uddfolk at juddfolk@ishrs.org, and she will connect you with the appropriate staff person at the hotel to place your internet order.

► Location of the Exhibition/Floor Plan:

Click here to view the [Exhibit Floor Plan](#). Exhibit booths are located at the Westin Playa Bonita Hotel in the Seascape Ballroom on the Mezzanine level, which is a three-minute walk from the General Session which is located in the Grand Ballroom.

► Exhibit Booth Dimensions & Details:

- Each exhibit booth measures 8 feet deep x 10 feet wide. To maintain uniformity and to prevent obstruction of view of adjoining exhibit booths, solid or draped objects cannot be higher than 8 feet in the back and cannot be higher than three feet along the sides.

The fee for each exhibit booth includes:

- One 8 feet deep x 10 feet wide exhibit booth (black pipe & drape booth structure – no booth carpeting as the room is carpeted)
- A basic ID sign displaying company name and exhibit booth number
- One light on backwall for general booth illumination
- One standard electrical power strip
- Janitorial service for aisles of the exhibit hall
- Food & beverage for exhibit personnel, consisting of coffee breaks and lunches on Thursday, Friday and Saturday, and the Welcome Reception. (Note that breakfast is not served as the group rate at the Westin Playa Bonita includes breakfast in the hotel restaurant.)
- A one-year listing in the Online Buyers Guide which is located in the Members Only section of the ISHRS website.
- Listing in the Final Program Guide
- Listing on the 30thannual.org congress website
- Listing in the ISHRS conference app

Also note:

- There is no storage space for exhibitors in the exhibit hall. The ISHRS does not provide storage space for exhibitors. If you require storage, you must create storage space within your booth (not in the aisles), consider renting a room for storage at the Westin Playa Bonita, or discuss storage possibilities with DSV/Arturo Araúz.

For anything additional, you will need to order through the appropriate supplier as listed above, at your own expense.

► Exhibit Hall Carpeting:

The booths do not come with carpeting as the ballroom is carpeted.

► Exhibit Personnel Registration:

All personnel staffing your exhibit must register as exhibit personnel and pay the USD \$450 In-Person Fee, with a maximum of four (4) exhibit personnel per 8 feet deep x 10 feet wide exhibit booth. If you wish, you may add exhibit personnel up to the maximum of four (4) per exhibit booth using the Exhibitor Information Form, up until September 7, 2022. Although there is a limit of four (4) exhibit personnel per exhibit booth, if you will have more representatives on-site who will swap-in and swap-out badges, then the ISHRS can process additional badges for them, but only four (4) representatives per booth will be allowed in the exhibit hall at a time. All exhibit representatives must be approved in advance. Badges are to be picked up at the ISHRS registration desk.

Food & beverage for registered exhibit personnel who purchased exhibit representative badges/paid the In-Person Fee will consist of coffee breaks and lunches on Thursday, Friday and Saturday, and the Thursday Welcome Reception.

Note that breakfast is not served as the group rate at the Westin Playa Bonita includes breakfast in the hotel restaurant.

Note: Tickets to the Saturday Gala Dinner may be purchased through the exhibitor registration system.

► **Show Schedule:**

EXHIBITORS SET-UP:	
Wednesday/October 26, 2022	12:00PM-8:00PM
SHOW HOURS:	
Thursday/October 27, 2022	8:30AM-7:30PM
Welcome Reception in Exhibit Hall:	6:00PM-7:30PM
Friday/October 28, 2022	8:30AM-5:30PM
Saturday/October 29, 2022	8:30AM-2:30PM
DISMANTLE:	
Saturday/October 29, 2022	2:30PM-5:00PM

Preliminary and subject to change.

Exhibits must NOT be disturbed, dismantled or removed before 2:30PM, Saturday, October 29, 2022. All exhibit materials must be removed from the exhibit area by **5:00PM on Saturday, October 29, 2022.**

► **Hotel Reservations:**

Limited ISHRS group block reservations are available at our meeting hotel, the Westin Playa Bonita. ISHRS group room rates start at USD \$160 single/double plus 10% occupancy tax. All hotel room rates include breakfast in the hotel restaurant and guest room WiFi. Please make your reservations early as the group guest rooms are limited. For more information and to make your reservation visit the hotel information on our meeting website at <https://30thannual.org/hotel-information/>

► **Exhibit Prospectus is the Exhibitor Contract:**

Please carefully review the [Exhibit Prospectus](#), as it is your exhibitor contract. It is important that all your exhibit representatives are familiar with the rules and terms in this document.

► **Additional Exposure Opportunities:**

This year we will be offering the following Additional Exposure Opportunities that you may purchase:

- Product Showcase Webcast
- Final Program Guide Ad
- Marketing Room Drop
- Educational Grant

See the [Additional Exposure Opportunities](#) brochure for full details and prices.

QUESTIONS:

If you have questions regarding exhibiting, please contact:

Jule Uddfolk, CMP
ISHRS Meetings & Exhibits Manager
Direct Phone: 1-773-883-1236
juddfolk@ishrs.org

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