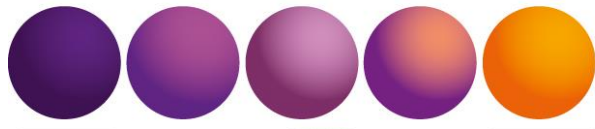


4th Annual



ici Boston

SPONSORSHIP

&

EXHIBITION MANUAL

ICI Summit Boston 2018

Welcome to Hanson Wade’s **ICI Boston 2018** conference.

Preparations are in full swing and our team are looking forward to welcoming you to **Boston** in **March**.

This manual will help you to plan your attendance at this conference and contains essential information and guidelines.

Table of Contents

Points of Contact.....	3
Dates	3
Venue	3
Accommodation.....	4
Passes.....	4
Speaking Engagement.....	4
Branding	4
Exhibition Stand	5
Exhibition Setup & Breakdown	5
Shipments	5
Thank You.....	5

ICI Summit Boston 2018

Points of Contact



Senior Event Manager

Lisa-Katharina Kleber

Direct Line: +44 203 141 8732

Calls from the USA please dial: 212 537 5898

Email: lisa.kleber@hansonwade.com



Commercial Manager

Denvor Oorloff

Direct Line: +44 203 141 8748

Calls from the USA please dial: 212 537 5898

Email: denvor.oorloff@hansonwade.com

Dates

Conference Day 1: Tuesday, 20 March 2018

Conference Day 2: Wednesday, 21 March 2018

Venue

This year's conference will take place at the Revere Hotel Boston Common:

Revere Hotel Boston Common

200 Stuart Street

Boston, MA 02116

United States

<https://www.reverehotel.com/>

ICI Summit Boston 2018

Accommodation

We have put together a HotelMap showing the latest hotel deals at The Revere and nearby:

Click here: <https://HotelMap.com/pro/MMFFQ>

If you would like assistance with your hotel booking you can contact Jessica, our dedicated hotel expert for this event. Simply email Jessica@HotelMap.com with your requirements, phone number and *Special Reference Code W-MMFFQ* and she will get back to you to discuss your hotel options.

Passes

In your contract you will find details of how many passes you are entitled to. Please send the below information to your Event Manager to register your onsite team.

Name

Job Title

Email Address

Phone Number

Company Name

** if different i.e. for client passes*

As per your agreement, you are welcome to purchase additional employee or client passes at a discounted rate (maximum applies). Please contact your Event Manager directly to book any additional passes.

Speaking Engagement

If you have a speaking slot included in your package, can we kindly ask you to send the following details to your Event Manager (if we do not already have them):

- Speaker name and job title
- Session title
- Speaker bio
- Speaker photo

Please note, we will be making all speaker presentations available to attendees after the conference (as PDF's). If you are presenting sensitive information or unpublished data etc. please bring a second copy with you that you are happy to share.

Branding

Your company logo will be included on the onsite signage, as detailed in your contract. **Please send your Event Manager your logo in vectorised high resolution EPS or AI format as soon as possible.**

Please note that if your company is planning on rebranding or in the process of, please speak with your Event Manager to establish the print deadlines to ensure we have the correct logo at the event.

ICI Summit Boston 2018

Exhibition Stand

If you have an exhibition space as part of your contract, we recommend that you bring a pop up stand or pull up banners along with your marketing collateral. Please note, there is no shell scheme surrounding your booth so all stands must be self-supporting and there will not be any walls to attach posters to. **You will be provided with a table and 2 chairs and all materials must fit within the 3mx2m display space.**

Wi-Fi is complimentary in the meeting space.

Exhibition Setup & Breakdown

The exhibition will take place on the conference days only, 20 & 21 March 2018

We will be inviting sponsors and exhibitors to **set up from 6pm the evening prior on 19 March 2018.**

All exhibits must be completed and ready for when the doors open at 8am on 20 March 2018. If you foresee any difficulty in meeting this deadline, please let your Event Manager know in advance.

Breakdown will commence following the afternoon break on Conference Day 2, 2.30pm on 21 March 2018.

Shipments

The earliest delivery date to the venue will be Friday 16 March 2018.

The shipping labels must include:

Revere Hotel Boston Common
ATTN: Lisa-Katharina Kleber, Hanson Wade
Event Manager c/o: Lisa Blades, Director of Catering & Events
200 Stuart Street
Boston, MA 02116
United States
Hold for: ICI Summit Boston 2018, 19-21 March 2018

Please note that you are responsible for arranging all deliveries and collections to and from the venue.

Please inform me of any tracking numbers and/or deliveries that require assistance or specialist equipment so I can inform the venue.

Thank You

Please remember to send your EPS logo, speaker details and pass information to your Event Manager as soon as possible.

We look forward to working with you and welcoming you to the conference!