

# Exhibition space



Raw space / m <sup>2</sup>			Shell scheme / m <sup>2</sup>		
<b>Standard</b>	1 side open	US \$480*	<b>Standard</b>	1 side open	US \$530*
<b>Corner</b>	2 sides open	US \$500*	<b>Corner</b>	2 sides open	US \$550*
<b>Peninsula</b>	3 sides open	US \$550*	<b>Peninsula</b>	3 sides open	US \$600*
<b>Island</b>	4 sides open	US \$600*	<b>Island</b>	4 sides open	NA

\*exclusive of applicable taxes

## Raw space

Raw exhibition space is rented to the exhibitor without any prefabricated wall installations, furniture, carpet, electricity, or any other technical supplies or facilities. It is the responsibility of the exhibitor to take care of the set up, installation, and breakdown of their booth. Details on ordering electricity, rigging, cleaning, and other services will be available in the service manual.

Raw space stands comprise the following:

- Exhibition floor space
- Exhibitor badges (see Badges)
- Listing and company profile on WCN'21 website and app

## Shell scheme

The shell scheme booth is designed for exhibitors who do not construct their own stand. It will be set up and dismantled by the official stand constructor. You may personalize and decorate the stand. Any extra furniture, graphics, or fittings must be ordered directly with GES after booking. All extra costs will be invoiced directly to the exhibitor by GES. Shell scheme stands are available for 9m<sup>2</sup>- and 18m<sup>2</sup>-sized booths.



9m<sup>2</sup>



18m<sup>2</sup>

### The package includes:

- Exhibition floor space
- Exhibitor badges (see Exhibitor Badges)
- Listing and company profile on WCN'21 website and app
- White fibrex panels (2.5m-high walls)
- Grey carpet
- Basic electrical package
- Fascia sign with company name (black text on white background)
- Track light
- 1 x 30" round table
- 2 x grey side chairs



### Exhibitor badges

Complimentary exhibitor badges are included in the fee for booth space for both shell scheme and raw space stands. Exhibitor badges allow access to the exhibition hall during opening hours and during specific setup/dismantling hours. Exhibitor badges do not allow access to the scientific sessions or activities.

Booth area	Complimentary exhibitor badges
9m <sup>2</sup>	2
10 – 18m <sup>2</sup>	4
19 – 45m <sup>2</sup>	6
46 – 81m <sup>2</sup>	8

## Exhibition floorplan

Please check the updated floorplan on the WCN'21 website.

[www.theisn.org/wcn21](http://www.theisn.org/wcn21)



## Booking and procedures

Submit a signed booking form by email to [cclaire@theisn.org](mailto:cclaire@theisn.org).

**Deadline:** February 12, 2021.

Please note that space will not be reserved. By submitting a booking form, the organizer agrees with the WCN'21 Codes of Practice and Terms & Conditions.

Upon booking, you will receive the service manual and industry portal log-in, which details all the necessary planning information and deadlines for catering, booth plans, registrations, etc.



## Invoicing and payment

ISN will issue an invoice upon receipt of the completed booking form. Bookings made before December 1, 2020 will be invoiced 50% deposit payable within four (4) weeks. The payment must be made via credit card, wire transfer, or check mailed to the address listed on the application form.

After December 1, 2020, any bookings made will be invoiced 100% payable within four (4) weeks.



## Cancellation

All partial or total cancellations by the exhibitors must be made in writing to the organizer. If space is reduced, the net reduction of space will be treated as a cancellation of that space.

Cancellation received before December 1, 2020: the exhibitor will incur a 50% cancellation penalty.

Cancellation received after December 1, 2020: the exhibitor will incur a 100% cancellation penalty.

All invoices remain due and payable within 4 weeks of invoice date. The organizer will reassign cancelled space.



## Exhibition Hall Opening Hours

The exhibition hall will be accessible during the following hours:

Thursday, 15 April 2021	18:30 – 19:30
Friday, 16 April 2021	10:30 – 19:30
Saturday, 17 April 2021	10:30 – 19:30



# Schedule at a glance

**Schedule subject to change. Final version will be available in the exhibitor service manual.**



## Wednesday, 14 April 2021

06:00 – 10:00 Floor marking and carpeting by the official stand-fitting contractor

10:00 – 19:30 Exhibition build-up (*raw space only*)

## Thursday, 15 April 2021

08:00 – 15:00 Exhibition build-up (*both raw space and shell scheme*)

15:00 – 17:30 Exhibition closed for waste removal and preopening cleaning

17:30 – 18:30 Exhibitor final preparations for opening

18:30 – 19:30 Welcome reception in exhibition hall (*official open hours*)

## Friday, 16 April 2021

08:30 – 10:30 Exhibitor preparations before hall opens

10:30 – 19:30 Exhibition hall open to all delegates (*official open hours*)

18:15 – 19:30 Moderated poster viewing

19:30 – 20:00 Exhibitors to close booth

## Saturday, 17 April 2021

08:30 – 10:30 Exhibitor preparations before hall opens

10:30 – 19:30 Exhibition hall open to all delegates (*official open hours*)

18:15 – 19:30 Moderated poster viewing

19:30 – 20:00 Exhibitors to close booth

## Sunday, 18 April 2021

08:00 – 19:00 Booth breakdown