



3rd Atlantic Stakeholder Platform Conference 27 September 2016

Guidelines for Exhibitors

Why exhibit at the 3rd Atlantic Stakeholder Platform conference (ASP2016)?

We are committed to bringing you the best opportunity to meet stakeholders of the Atlantic Strategy, make valuable contacts and explore areas for cooperation, share information and good practices, promote and identify interesting project ideas, as well as, funding opportunities and partnerships.

ASP2016 will focus on topics related to Priority 1 of the AAP "Promote entrepreneurship and innovation".

Keynote speakers, workshop organisers and delegates will be attending this conference with the common aim of being informed on the latest policy, programme and project developments in the Atlantic and will be keen to learn more about your organisations and activities. The conference is expected to attract more than 300 attendees, which will ensure that the event has the buzz you need to generate interest in your services and projects.

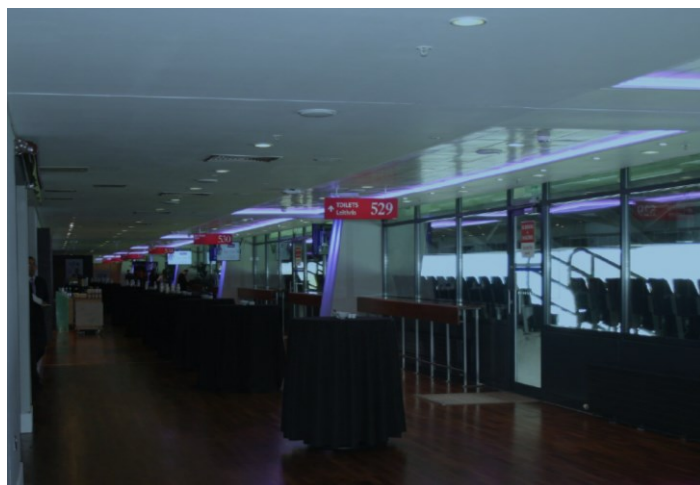
Venue

ASP2016 will take place in Dublin, Ireland at Croke Park, which is an iconic stadium that has been at the heart of Irish sporting and cultural life for over 100 years. Croke Park is the 3rd largest stadium in Europe.

The address of Croke Park is: Jones Road, Dublin 3, Ireland.

Exhibition

The exhibition area which is adjacent to the main conference room where the plenary sessions will be held spreads along the whole floor. The coffee and lunch area is designed to be alongside the exhibition, ensuring easy access to all delegates at all times.



There are 40 spaces to be allocated to exhibitors. Spaces will be allocated on a first-come first-served basis.

Your Exhibitor’s package includes:

- One table (1.8 metres long x 0.6 meters wide), with electricity, two chairs
- Internet access
- Visibility via digital sign posting
- Meals (lunch, conference dinner and coffee breaks).

Practical information

- Registration: if you wish to have a stand at ASP2016, please register using the attached form.
- Deadline for exhibitor registration: 9 September 2016
- Exhibitor material: Exhibitors are responsible for ensuring the timely arrival of any material to be used during the conference.

You may send materials for your booth to Croke Park ahead of time. Please note that the earliest delivery date is Monday 12 September 2016.

To ensure that your package is stored correctly please include the following information on each box:

Conference Reference	Hogan Suite, 27/09/2016
Organisation / Project name	
Name and contact number of the sender	
Box number out of total number of boxes	
Delivery address and contact person info	For the attention of: Business Centre Manager Suite 674, Level 6, Croke Park Stadium, Jones Road, Dublin 3 Tel: 00353 1 8192332

- Equipment on site: Should you have special requirements regarding equipment, please let us know by 31/08/2016 (availability to be confirmed by the Support Team). No guarantee regarding provision of equipment can be made after that date.

- Timetable:

Set-up:	26 September, 13:00 – 18:00
Exhibition:	27 September 08:30 – 18:00
Dismantling:	27 September, 18:30 – 20:00

- Further information about exhibiting at this event, please contact the Support Team Helpdesk using the reference ASP2016 – Exhibition stand at helpdesk@atlanticstrategy.eu

Cancellation policy: If you wish to cancel your booking once registered, please notify the Support Team Helpdesk at the aforementioned e-mail address at your earliest convenience.



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Application for exhibition stand Deadline 9 September 2016

Please return to:

helpdesk@atlanticstrategy.eu

Reference: ASP2016 – Exhibition stand

Company / Organisation name
Website
Name to indicate on stand if different from above, e.g. project name
Contact person name
E-mail
Short introduction of your stand
Equipment requirements (availability to be confirmed by the Support Team)