



## **4th Atlantic Stakeholder Platform Conference, 8 November 2017 Guidelines for Exhibitors**

### **Why exhibit at the 4th Atlantic Stakeholder Platform conference (ASPC2017)?**

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.

ASPC2017 will focus on topics related to Priority 4 of the Atlantic Action Plan (AAP) "Create a socially inclusive and sustainable model of regional development".

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. ASPC2017 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**

ASPC2017 will take place in Glasgow, United Kingdom at the University of Strathclyde Technology & Innovation Centre.

### **Exhibition**

The exhibition area spreads to two floors and is adjacent to the conference and workshop rooms. The coffee and lunch area is designed to be alongside the exhibition, ensuring easy access for 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 free of charge package includes:

- One table (L140cm x W80cm x H72cm) and two chairs
- Internet access
- Meals (coffee breaks, lunch and conference dinner).

## Practical information

- Registration: if you wish to have a stand at ASP2017, please register using the attached form.
- Deadline for exhibitor registration: 29 September 2017
- Exhibitor material: Exhibitors are responsible for ensuring the timely arrival of any material to be used during ASPC2017.

You may send materials for your booth to the Technology & Innovation Centre ahead of time and up to 24 hours prior to the Conference. Information on delivery address will be provided after stand allocation space has been confirmed.

- Equipment on site: Should you have special requirements regarding equipment, please let us know by 29/09/2017 (availability to be confirmed by the Support Team). No guarantee regarding provision of equipment can be made after that date.
- Timetable:

Set-up:	7 November
Exhibition:	8 November
Dismantling:	8 November

- Further information about exhibiting at this event: please contact the Support Team Helpdesk using the reference ASPC2017 – Exhibition stand at [helpdesk@atlanticstrategy.eu](mailto: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 29 September 2017

Please return to: [helpdesk@atlanticstrategy.eu](mailto:helpdesk@atlanticstrategy.eu)

Reference: ASPC2017 – Exhibition stand

<b>Company / Organisation name</b>
<b>Website</b>
<b>Name to indicate on stand if different from above, e.g. project name</b>
<b>If project related stand, indicate website</b>
<b>Contact person name</b>
<b>E-mail</b>
<b>Short introduction of your stand to be featured in ASPC2017 booklet</b>
<b>Equipment requirements (availability to be confirmed by the Support Team)</b>