



MPS WORLD SUMMIT
CONNECT, EXCHANGE, EDUCATE

SPONSORSHIP AND EXHIBITOR MANUAL

Dear partner of MPS WORLD SUMMIT 2024,

In this manual you will find important details and information about the MPS World Summit from 10 – 14 June 2024 in Seattle Convention Center, Washington (USA), regarding your Sponsorship or Exhibition.

Your support is highly appreciated! Please read the entire manual carefully.

INDEX

GENERAL INFORMATION	4
Dates	4
Venue	4
Exhibition schedule	4
Floor plan	5
Exhibition Equipment and Facilities	5
Exhibitor Catalogue	6
Service Information Alliance Exhibitor Services Center	6
Seattle Convention Center exhibitor services portal	6
Exhibitor Badges	6
Catering	7
Unloading and Loading Rules	7
Car Parks	7
Storage	8
Rigging	8
Floor covering	8
Security	8
Accommodation (Hyatt Regency)	8
Program and Abstract Book:	9
GENERAL BOOTH REQUIREMENTS AND RULES	10
CONTACT	10

GENERAL INFORMATION

Dates

The MPS World Summit 2024 will take place from Monday 10 June – Friday 14 June 2024.

Detailed and up to date information about the World Summit is available at <https://mpsworldsummit.com/>. Please visit the website regularly.

Venue



Address:

Seattle Convention Center
Summit building
900 Pine Street
Seattle, WA 98101
USA

The Exhibition will be held in Flex C close to the main auditorium, Flex A. In the exhibition the catering and posterboards are also located.

Exhibition schedule

The Sponsors and Exhibitors Desk will be situated on the exhibition area and will be open from set-up until dismantling. The dates and times are:

Set-up times:

Monday 10 June 2024 13:00 – 22:00 PST

Exhibition schedule:

Tuesday 11 June 2024 09:00 – 18:00 PST

Wednesday 12 June 2024 09:00 – 18:00 PST

Thursday 13 June 2024 09:00 – 18:00 PST

Dismantling:

Friday 14 June 2024 08:00 - 13:00 PST

All booths must dismantled before 13:00 PST

All booths must be built and decorated before the start of the World Summit on Monday June 10th 2024 at 22:00 PM PST. Please, avoid any noise, obstructions, blocking access and any action during set up and dismantling that disrupts the normal movement of people or materials which may be dangerous for people who are in the venue. The organizers of MPS World Summit 2024 will be on site during set up and dismantling.

Floor plan

The most up to date booth plan can be found in your [personal account](#) in the sponsorship module. Here you can book your booth position in the Exhibition Hall. Booths have to be built at the assigned number. The organization reserves the right to slightly alter the size or positioning of the booth.

Overview of booth spaces, booth number can be selected in your personal sponsorship account.

Exhibition Equipment and Facilities

For Sponsors and Exhibitors the following applies per Sponsor package:

Platinum and Gold Sponsor

- Each 20'x 10' booth will be set with the following:
 - 8' high black drape*
 - 3' high side black drape*
 - Standard Booth ID Sign*
 - Floor Marking*
 - 1x 5amp 120v outlet*
 - 1x power strip*
- The booth price does not contain a firm booth (no back wall, no side walls).
- We recommend ordering booth building.
- Please send us the design of your own booth building on beforehand.

Silver Sponsor

- Each 10'x 10' booth will be set with the following:
 - 8' high black drape*
 - 3' high side black drape*
 - Standard Booth ID Sign*
 - Floor Marking*
 - 1x 5amp 120v outlet*
 - 1x power strip*
- The booth price does not contain a firm booth (no back wall, no side walls).
- We recommend ordering booth building.
- Please send us the design of your own booth building on beforehand.

Bronze (optional booth) Sponsor

- Each 10'x 10' booth will be set with the following:
 - 8' high black drape*
 - 3' high side black drape*
 - Standard Booth ID Sign*
 - Floor Marking*
 - 1x 5amp 120v outlet*
 - 1x power strip*
- The booth price does not contain a firm booth (no back wall, no side walls).

Exhibitors

Each 10'x 10' booth will be set with the following:

- 8' high black drape
- 3' high side black drape
- Standard Booth ID Sign
- Floor Marking
- 1x 5amp 120v outlet
- 1x power strip
- The booth price does not contain a firm booth (no back wall, no side walls).

Exhibitor Catalogue

If you wish to reserve equipment such as booth construction, furniture, trans pallets, etc., these items can be ordered separately and paid for in advance through the official Service Contractor Alliance. By clicking on the following link, you will gain access to the booking tool: <https://alliance-exposition.boomerecommerce.com/>.

Please be aware that the MPS World Summit organization will provide Alliance with a list of all sponsors. Subsequently, you will receive an invitation with access to the link from Alliance.

Service Information Alliance Exhibitor Services Center

The Alliance team is here to make your exhibiting experience as easy and seamless as possible. Leading up to the show they may periodically touch base with you to make sure all your exhibiting needs are taken care of.

The Exhibitor Services team is available Monday-Friday from 8:00 AM – 4:30 PM at +206-694-5015 or via email at exhibitor.services@seattleconventioncenter.com

Pre-show Discount Deadline date for furniture, chairs, tables, etc. is **13 May 2024**. Orders received after this date regular prices will apply.

Seattle Convention Center exhibitor services portal

By selecting the link provided below, you can choose additional services options, such as electricity etc.. You will also find a lot of information about the World Summit.

Search for MPS Seattle and enter your booth number (#). If you have not selected a booth yet, please fill in NA:

<https://scc.ungerboeck.net/prod/app85.cshtml?AppCode=COE&CC=2&OrgCode=01>

Exhibitor Badges

Badges will be available for pick up at the registration desk. All Exhibitor registrations are NON-TRANSFERABLE (i.e. the transfer of registrations between two persons is prohibited). All badges includes the participant's information: name, surname and company.

The Exhibitor badges fee includes:

- Admission to the Welcome Reception
- Admission to the Exhibition, catering and poster Area
- Refreshments – coffee breaks and lunch

Exhibitor badges will only give access to the Exhibition area and do not give access to the scientific program (presentations). There will be a strict policy on this.

Registering your Exhibition staff will be available and discount code including registration instructions will be shared with you after the sponsorship payment has been fully received.

If your Sponsor package includes free full summit pass(es), you will receive the discount code for registration

after the sponsorship payment has been fully received. You can register via the regular registration module.

Catering

Catering will be provided for exhibitors on 11 – 13 June 2024. For Exhibitors refreshments in the form of coffee breaks will be provided in the exhibition area.

Unloading and Loading Rules

SCC has many loading options for those needing to deliver or pick up tradeshow materials. Please consult the maps to the right for navigation.

Loading dock hours are Monday - Friday, 7:00am - 4:00pm, unless otherwise requested by show management.

Summit Loading Dock

The Summit loading dock access is located on Boren mid-block between Stewart Street and Olive Way (1715 Boren Avenue) and can accommodate any vehicle meeting federal highway height and width guidelines. Please do not attempt to take a left going northbound on Boren; approach going southbound on Boren and turn right into the dock. It is equipped with 18 bays.

Hand-Carried Freight

Hand-carried freight hours are established and published by show management.

SCC provides Hand-Carried Freight (HCF) areas at each building to accommodate small, privately operated vehicles. Upon approval by the Event Manager (EM), these areas may be reserved by Show Management to allow off-street access for exhibitors to transport materials to and from their exhibit areas. Once approved, Show Management will publish the dates and times established for the operation of Hand-Carried Freight in advance to their exhibitors.

Summit HCF

Access via the Summit Parking Garage on Olive Street (1009 Olive Way). This area services all levels and areas of the Summit building. Clearance is 8' 4" for Level 1 HCF Loading area. Standard full-size vans will clear this entry only. No trailers can be accommodated.

Car Parks

The Arch parking garages are conveniently located just off Interstate 5 and can accommodate approximately 1,490 vehicles. We offer daily and monthly parking at the Arch Garage, which is attached to SCC Arch, and Freeway Park, which is adjacent. Summit's parking garage can accommodate a few hundred vehicles, and is available for daily parking.

Summit Garage

Entrance: On Olive Way between 9th and Boren, 1009 Olive Way

Clearance: Entry level is 8'4", other levels are 6'10". Any exceptions are clearly marked.

Hours: 5:30 am - 12 am seven days a week

Take a parking ticket as you enter the garage. Keep this ticket with you, as you'll want to pay before returning to your vehicle.

Before returning to your vehicle, scan your ticket at one of the automated pay stations located at the Arch garage parking entrance on Level 3, just inside the garage on the 8th Avenue entrance/exit in Aisle A by

the crosswalk, in the garage lobby in Summit, or on Level G of Freeway Park Garage.

Only major credit cards are accepted to pay the parking fee. Upon payment, the automated pay stations will validate your ticket.

Scan your validated ticket in the machine at the exit gate as you leave the garage. If additional assistance is needed, please press the intercom button. More details can be found [here](#).

Storage

Storage space per exhibitor will be provided in the exhibition area. Only non-combustible items may be stored on the exhibit hall floor (i.e. no cardboard). Any combustible storage would need to be taken back down to the Dock and handled/stored by Alliance.

Rigging

You can find all the necessary information regarding the rigging via clicking [here](#).

Floor covering

The floor is fully covered with light-coloured carpet. It is not allowed for exhibitors to place their own carpet on the floor.

Security

There will be no security from the Seattle Convention Center throughout the MPS World Summit. Each Exhibitor is responsible for his/her own exhibit, packing and construction of the booth. Klinkhamer | *conferences and events*, Seattle Convention Centre and MPS World Summit are not responsible for any possible loss or damage of any equipment, goods or booth whatsoever. Thank you for your understanding!

Accommodation (Hyatt Regency)

The organisation of MPS World Summit 2024 would like to suggest to you the Hyatt Regency. Some sponsor packages have their hotel room within their sponsor package. If you are one of the sponsors who have this item in their package will receive an additional booking link that will guide them to the (free) booking page.

If you did not received the booking link, please contact mps2024@klinkhamergroup.com.

Adress (Hyatt Regency Seattle)

808 Howell Street
Seattle, Washington, United States, 98101
T +1 206 973 1234

Program and Abstract Book:

Please send your advertisement as a printable Hi-res .PDF and digital advertisement Hi-res .png to mps2024@klinkhamergroup.com.

Advertisements and deliverables delivered after Monday 22 April will not be included in the Abstract Book.

Sponsorship Package	Print advertisement	Digital advertisement
Platinum Sponsor	Full page (inside pages) 300 dpi Size: 210 mm x 280 mm, 3mm bleed on all sides	13.333 in x 7.5
Gold Sponsor	Full page (inside pages) 300 dpi Size: 210 mm x 280 mm, 3mm bleed on all sides	13.333 in x 7.5
Silver Sponsor	Half page (inside pages) 300 dpi Size: 210 mm x 140 mm, 3mm bleed on all sides	13.333 in x 7.5
Bronze Sponsor	Half page (inside pages) 300 dpi Size: 210 mm x 140 mm, 3mm bleed on all sides	13.333 in x 7.5
Exhibitor	n/a	n/a
Advertiser	n/a	n/a

GENERAL BOOTH REQUIREMENTS AND RULES

- Exhibitors must set up, operate and dismantle their own displays using their own staff and employees
- The booth must be under 2,5 meters long.
- The venue does have the possibility to hang items from the ceiling. Please contact Encore if you would like to use this.
- The construction of booths with construction materials or adornments that contain products such as cement, sand, plaster, brick or similar materials are prohibited.
- It is also prohibited to drill holes, use glue or any other adhesives that can be difficult to remove from the structure of the venue.
- Electrical and other mechanical apparatuses must be muffled, so that the noise does not disturb others or other areas of the venue.
- During set up with paint, varnishes or dissolvent the area must be covered by plastic. If a weld is necessarily, the organizers of MPS World Summit 2024 should be informed beforehand, so some instructions can be given.
- Nothing can be posted on, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furnishing of the venue and or the booth.
- The organizers of MPS World Summit 2024 reserve the right to disconnect the electrical supply to any installation, which in the opinion of the electrical engineers is dangerous or likely to cause annoyance to other Exhibitors and/or delegates.
- It is prohibited to place materials in the booth space of other Exhibitors and common areas. These must always remain free for the circulation of people and materials.
- The organizers of MPS World Summit 2024 reserve the right to alter or modify the Exhibition plan for reasons beyond the organizer's control or for major contingencies.

CONTACT

If you have any questions, please contact Klinkhamer | *conferences & events*. We are happy to help you.

Klinkhamer | conferences & events

Janneke Beugels and Jim Smeets

T +31 (0)43-36 27 008

M +31 (0)6-18 46 77 90 / +31 (0)6-38 43 34 26

E mps2024@klinkhamergroup.com