



14th International Particle
Accelerator Conference

IPAC
'23

7 - 12 May 2023
Venice, Italy

Hosting institutions



Istituto Nazionale di Fisica Nucleare



Elettra Sincrotrone Trieste

SPONSORS AND EXHIBITORS' MANUAL

REGISTRATION OPENING: Monday 13th June 2022

Welcome message



IPAC is the main annual event for the worldwide accelerator community, including scientists, engineers and industry, with presentations of the latest results from accelerator R&D and on the progress in existing, planned and future accelerator facilities.

IPAC'23 represents a dynamic forum to create a network of international leaders in accelerator science, coming from primary national and international accelerator facilities and institutions. Over 1200 attendees are expected in Venice, representing a top experience for sponsoring partners to showcase their innovative products and to promote their brand to the accelerator community.

Istituto Nazionale di Fisica Nucleare (INFN) and Elettra Sincrotrone Trieste (Elettra) are the hosting institutions of the 2023 edition. Both Institutions have a long-term tradition in the design, construction, and operation of various kinds of particle accelerators.

The Conference will be held from 7 to 12 May 2023 in Venice, on Lido di Venezia, the site hosting the world renown annual Film Festival. Palazzo del Cinema and Palazzo del Casinò offer an elegant and unique frame to the exhibition spaces, which will be located in both buildings. Booths will be built in the same area of poster sessions, catering services and on the main routes to conference rooms. Visibility will be thus granted to all exhibitors, who will be able to maximise interaction and contacts with delegates.

Let's start meeting again! Let's meet in Venice!



Ralph Assmann DESY
Organising Committee Chair



Peter McIntosh STFC
Scientific Programme Committee Chair



Giovanni Bisoffi INFN-LNL
Local Organising Committee Co-Chair



Alessandro Fabris Elettra
Local Organising Committee Co-Chair



Industry session and sponsor managers

David Alesini (INFN-LNF)
Mojca Frančeskin (Elettra)
Antonio Falone (INFN-LNF)

Marco Marazzi (Elettra)
Rocco Paparella (INFN MI)
Marco Peloi (Elettra)

International Particle Accelerator Conference 2023 (IPAC'23)

Lido di Venezia – From 7th to 12th May 2023

The venue

Venice Convention Centre
Lungomare Marconi 1861
30126 Lido di Venezia

www.ipac23.org

Important dates

Registration opens on **Monday 13th June 2022** at 9AM, Italian time (CET).

	Close Date
Exhibitor Island Registration	Friday 11 th November 2022*
Industrial Exhibition Registration	Friday 17 th March 2023
Other Sponsorships Registration	Friday 31 st March 2023

*or until space availability

Exhibition opening times

Exhibition will be open from Monday 8th May 2023 to Wednesday 10th May 2023, from 9.30AM to 6PM.

Booths can be set up on Sunday 7th May 2023 from 10AM and must be completed by 6PM; dismantling must be completed by Wednesday 10th May 2023 at 7PM.

Exhibition area

IPAC'23 Industrial Exhibition will be hosted in two historical buildings on Lido di Venezia:

- **Palazzo del Cinema**, home of the Venice Film Festival since 1932
- **Palazzo del Casinò**, house of one of the first Casinos in Venice since 1938 to early '90s

Exhibition spaces are located in both buildings, close to conference rooms and in the same spaces destined for catering areas and poster sessions (Palazzo del Casinò, third floor). High visibility is thus granted to all exhibitors.

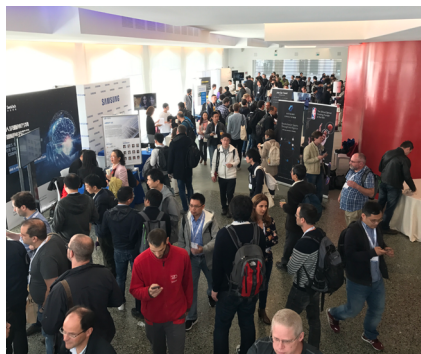
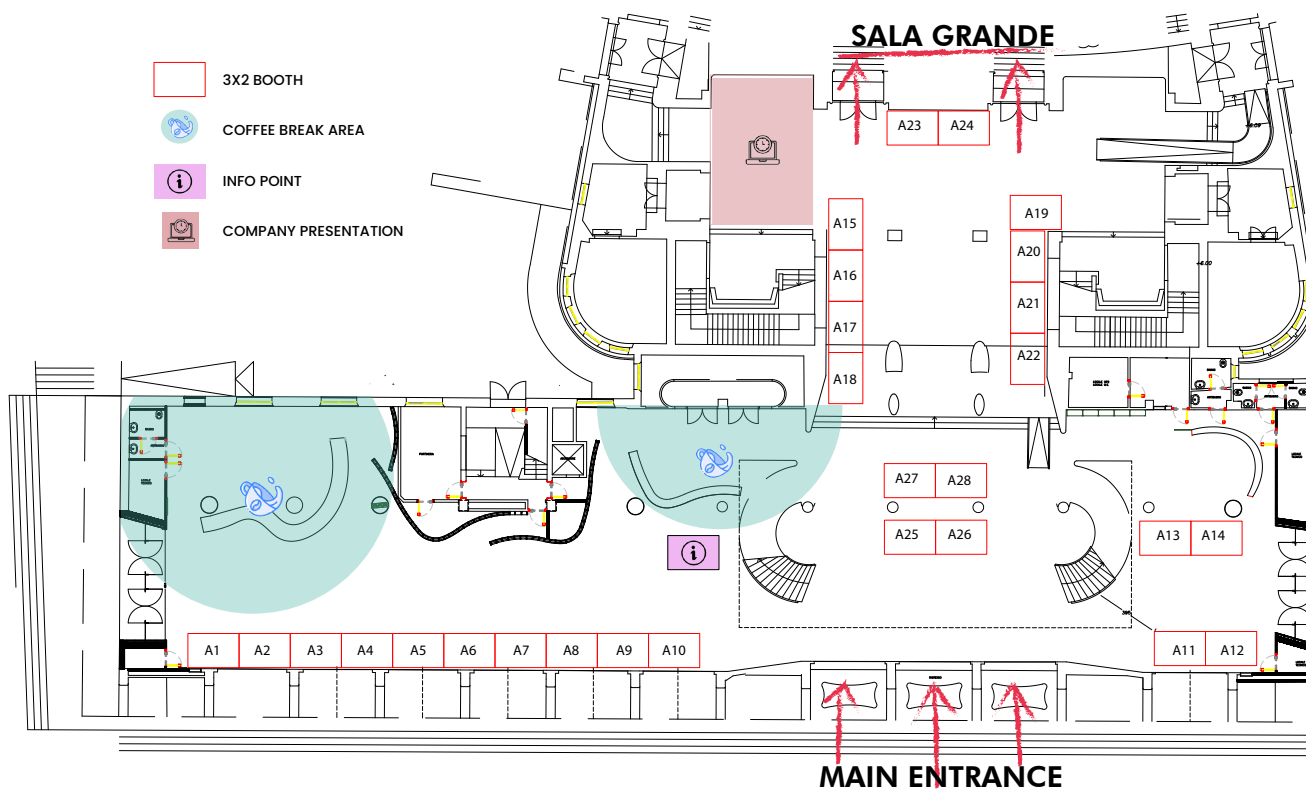
Oral sessions will also be held in the new **PalaDarsena** easily accessible by both buildings and where no exhibition spaces will be placed.



You will be able to choose your booth from the exhibition floor plan. Booking will be blocked for 5 days and only confirmed upon payment receipt. Payment is due in full within 5 days from registration; failing to pay by the set deadline, spaces will be released.

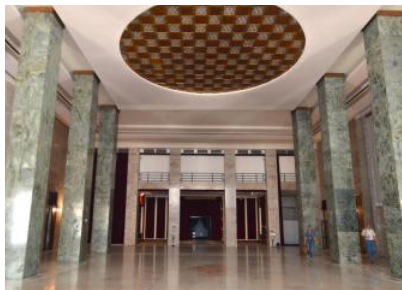
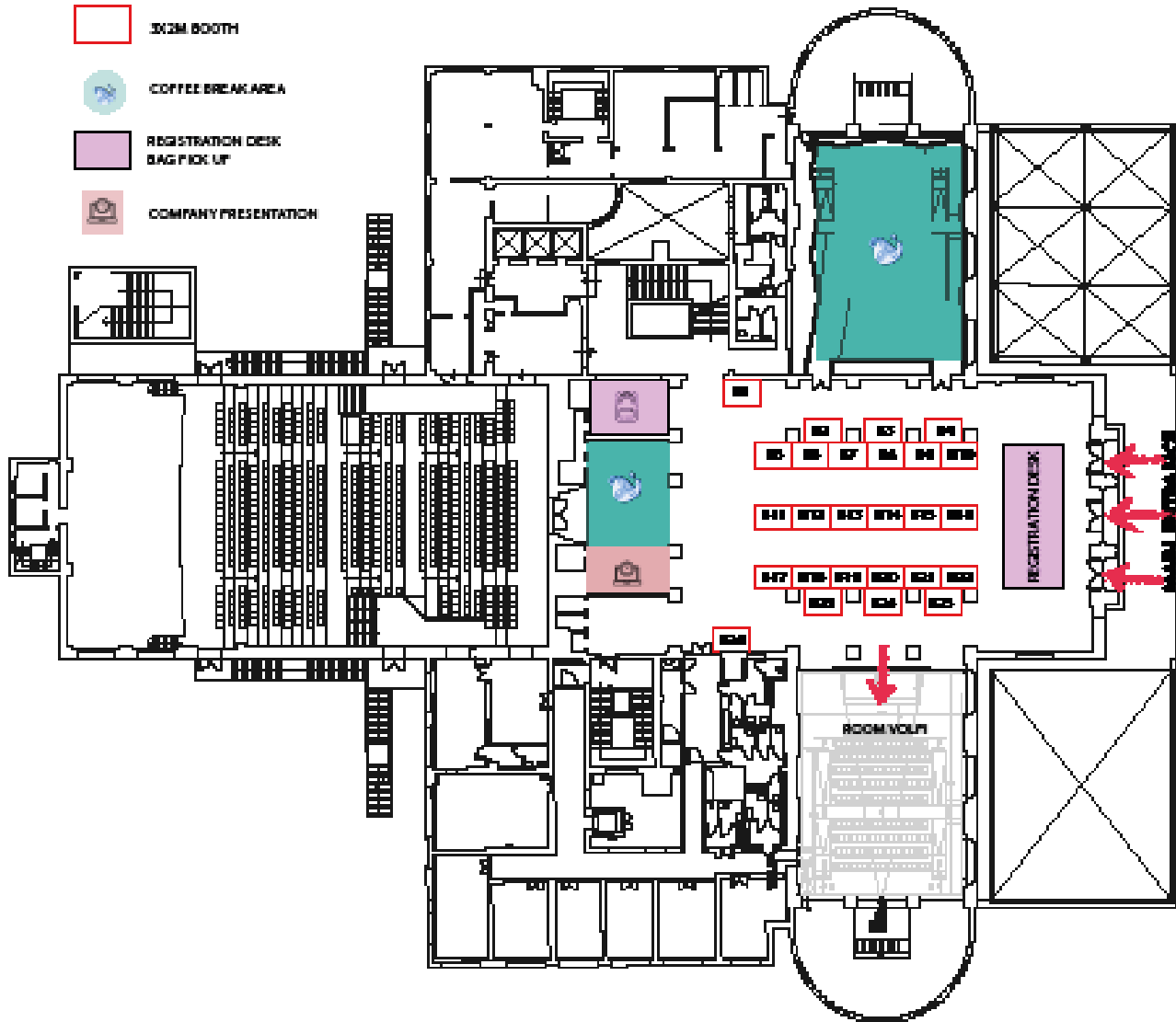
All sponsors logos, according to their level of sponsorship, will be published on IPAC'23 website. To this extent, please ensure you email a high resolution file of your logo to sponsor@ipac23.org as well as the URL you would like to link it to.

Palazzo del Cinema



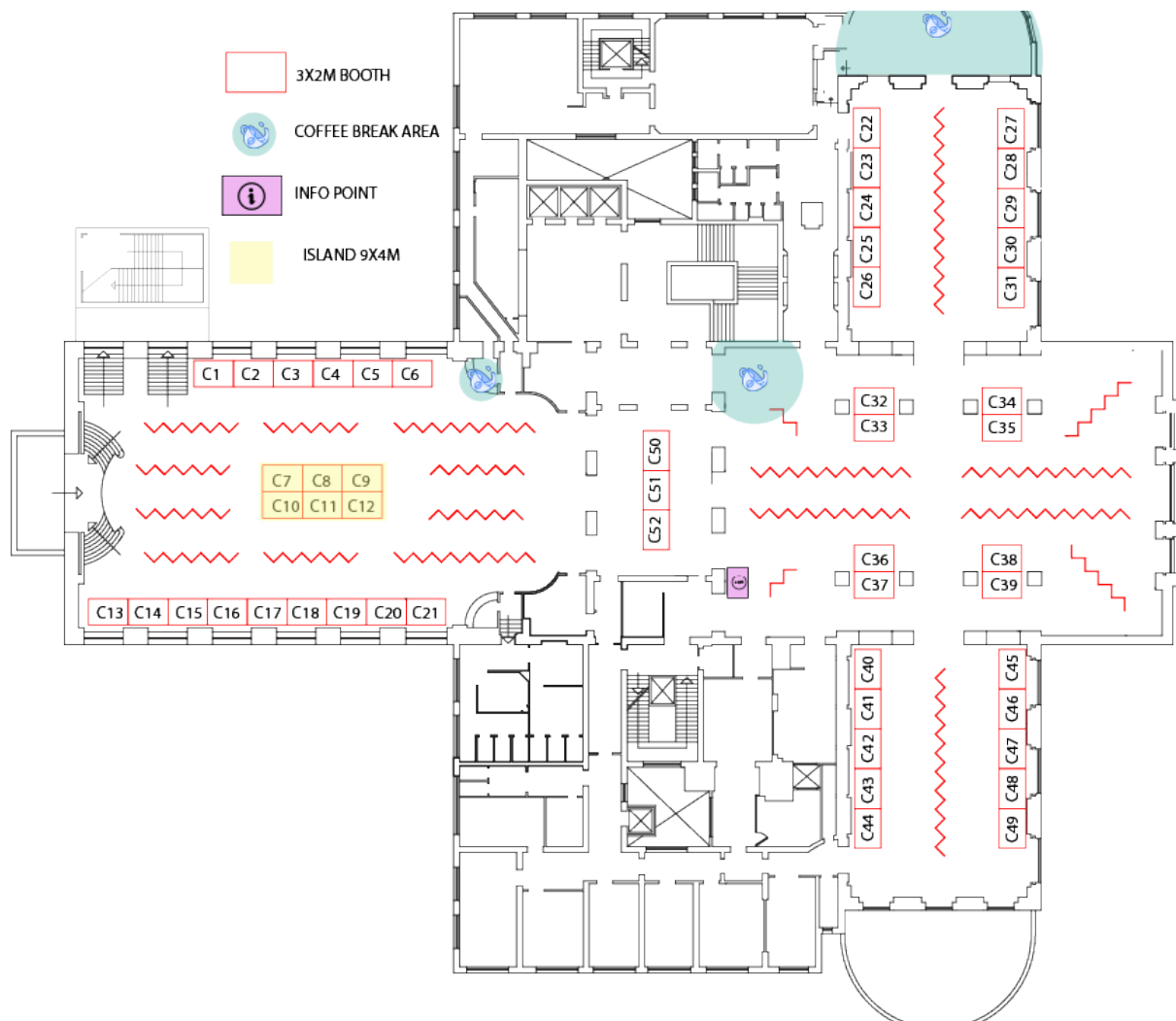
Palazzo del Casinò

First floor



Palazzo del Casinò

Third floor – poster sessions



Sponsorship Opportunities & Benefits

	GOLD	SILVER	BRONZE
Fee (net of VAT)	€ 15,000	€ 10,000	€ 8,500
Acknowledgment	✓	✓	✓
Free registration	6	4	4
Exhibition space	12sqm	6sqm	6sqm
Sponsored newsletter	✓	✓	×
Logo on photocall	✓	✓	✓
Items in Conference bag	1 (4-page) + gadget	1 (4-page)	1 (flyer)
Sponsored session	1	×	×

GOLD – EURO 15,000

- ✓ Company logo and link advertised as Gold Sponsor on IPAC'23 website
- ✓ 6 free registrations
- ✓ Double booth (12sqm exhibition space, walls, carpet, table or desk, 4 chairs, power supply - 220V European plug, bin)
- ✓ Sponsored newsletter to be sent to all registered participant three weeks before the Conference with sponsored contents (to be approved by the Organizers)
- ✓ Company logo on photocall
- ✓ Company information package in the delegate bag up to four pages and one gadget (supplied by the Company and approved by Organizers)
- ✓ Sponsored session: 30 minute session in a dedicated area for presenting Company products. Session will be promoted in the newsletter and onsite

SILVER – EURO 10,000

- ✓ Company logo and link advertised as Silver Sponsor on IPAC'23 website
- ✓ 4 free registrations
- ✓ Single booth (6sqm exhibition space, walls, carpet, table or desk, 2 chairs, power supply - 220V European plug, bin)
- ✓ Sponsored newsletter to be sent to all registered participants one month before the Conference with sponsored contents (to be approved by the Organizers)
- ✓ Company logo on photocall
- ✓ Company information brochure up to four pages in the delegate bag (supplied by the Company and approved by Organizers)

BRONZE – EURO € 8,500

- ✓ Company logo and link advertised as Bronze Sponsor on IPAC'23 website
- ✓ 4 free registrations
- ✓ Single booth (6sqm exhibition space, walls, carpet, table or desk, 2 chairs, power supply - 220V European plug, bin)
- ✓ Company logo on photocall
- ✓ Company information flyer (1 page) in the delegate bag (supplied by the Company and approved by Organizers)

Industrial Exhibition

EXHIBITOR ISLAND – EURO 32,000 (net of VAT)

Islands can be booked by a group of companies or institutions requesting to share a space. Request must be submitted by one representative of the group of companies requesting the space, who will liaise with the Organizing Secretariat on behalf of the group.

An island includes:

- 12 free registration
- All companies logos and links advertised on IPAC'23 website
- 36sqm space
- 1 table/desk + 2 chairs per company
- Power supply (220V European plug)
- Wifi
- Carpet
- Bin

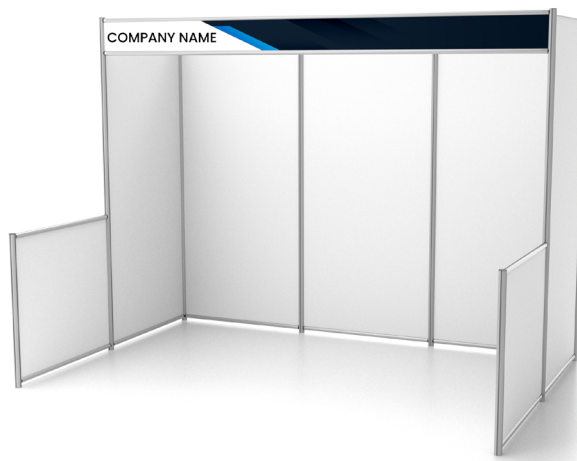
Requests for exhibitor islands shall be received by email only to sponsor@ipac23.org by **Friday 11th November 2022**; confirmation is subject to space availability.

All set up, if directly managed by the Companies, shall be submitted to the Organizing Secretariat for approval. Further equipment and customization of the space can be requested to the Organizing Secretariat by emailing to sponsor@ipac23.org.

SINGLE BOOTH – EURO 6,000 (net of VAT)

Single booth sponsorship includes:

- 2 free registrations
- Company logo and link on IPAC'23 website
- 3 x 2 m booth equipped with
- Backwall and sidewalls
- Company name
- 1 table or desk + 2 chairs
- Power supply (220V European plug)
- Wifi
- Carpet
- Bin



DOUBLE BOOTH – EURO 11,000 (net of VAT)

- 4 free registrations
- Company logo and link on IPAC'23 website
- 6 x 2 m booth equipped with
- Backwall and sidewalls
- Company name
- 2 tables or desks + 4 chairs
- Power supply (220V European plug)
- Wifi
- Carpet
- Bin



For any other non-standard booth layout, customization or equipment, please contact the Organizing Secretariat at sponsor@ipac23.org.

A list of extra standard equipment, with relevant quotation, is available directly in the online registration form. If you do not find there what you are looking for, do not hesitate and contact the Secretariat.

CUSTOMIZED BACKWALL

Should you wish to customize your space by having your Company's graphics on the backwall, we'll be happy to provide this service. The Company is in charge to send the file with the final design, to be approved by the Organizers, by Friday 31st March 2023.

EURO 1,500.00 for single booths

EURO 2,500.00 for double booths

Social events

Sponsorship Opportunities

	STUDENTS TUTORIAL COFFEE BREAK	WELCOME RECEPTION	CONFERENCE RECEPTION	E/O COCKTAIL	CONFERENCE BANQUET	CONFERENCE COFFEE BREAKS
Fee (net of VAT)	€ 1,500	€ 10,000	€ 10,000	€ 1,500	€ 8,000	€ 3,000
EXCLUSIVE	✗	✓	✓	✓	✗	✗
Company logo on menu	✗	✗	✗	✗	✓	✗
Company logo on tables	✗	✗	✗	✗	✓	✗
Company logo on catering tables	✓	✓	✓	✓	✗	✓
Free standing banner / rollup	✓	✓	✓	✓	✓	✓
Company logo on IPAC'23 website and other relevant communications	✓	✓	✓	✓	✓	✓
Company logo on photocall	✓	✓	✓	✓	✓	✓

STUDENTS TUTORIALS COFFEE BREAKS

SATURDAY 6th (AM and PM) and SUNDAY 7th (AM only) MAY 2023, CONFERENCE VENUE
EURO 1,500 each - EXCLUSIVE

The Company can reach all students attending tutorials to be held in the two days before the main Conference. The sponsorship is exclusive for one coffee break.

- Opportunity to display material like free standing banner or rollup in the breaks area. All items must be authorized by the Organizers.
- Company logo and QR code linked to the Company website on all catering tables during the sponsored break
- Company logo and link will be included among sponsors on IPAC'23 website and in all communications related to the event
- Company logo on photocall

Extra: customized napkins + euro 500 (+ material supply)

Should the company wish to add extra visibility to its sponsorship, customized napkins to be used during the break can be provided (graphics to be approved). The Organizing Secretariat will inform

the Company about the number of items required and shipping info in due time. Materials can also be supplied by the Organizers; quotation will be made available upon request.

Extra: customized paper cups + euro 500 (+ material supply)

Should the Company wish to add extra visibility to its sponsorship, branded coffee paper cups to be used during the break can be provided (graphics to be approved). The Organizing Secretariat will inform the Company about the number of items required and shipping info in due time. Materials can also be supplied by the Organizers; quotation will be made available upon request.

WELCOME RECEPTION – SUNDAY 7th MAY 2023 (6 to 9PM), CONFERENCE VENUE EURO 10,000 – EXCLUSIVE

A Cocktail will be organized to welcome all delegates and cheer to the beginning of IPAC'23. The Company can sponsor exclusively the event and be main partner of it.

- Opportunity to display material like free standing banner or rollup in the Welcome reception area. All items must be authorized by the Organizers.
- Company logo and QR code linked to the Company website on all catering tables
- Company logo and link will be included among sponsors on IPAC'23 website and in all communications related to the event
- Company logo on photocall

Extra: customized napkins + 1,500 euro (+ material supply)

Should the Company wish to add extra visibility to its sponsorship, customized napkins to be used during the reception can be provided (graphics to be approved). The Organizing Secretariat will inform the Company about the number of items required and shipping info in due time. Materials can also be supplied by the Organizers; quotation will be made available upon request.

CONFERENCE RECEPTION TUESDAY 9th MAY 2023 (8PM to midnight), HOTEL EXCELSIOR VENICE LIDO EURO 10,000 – EXCLUSIVE

A standing dinner to celebrate the successful start of IPAC'23 and talk about the first days of Conference and plan the following days. The Company can sponsor exclusively the event and be main partner of it.

- Opportunity to display material like free standing banner or rollup in the Conference reception area. All items must be authorized by the Organizers.
- Company logo and QR code linked to the Company website on all catering tables
- Company logo and link will be included among sponsors on IPAC'23 website and in all communications related to the event
- Company logo on photocall

Extra: customized napkins + 1,500 euro (+ material supply)

Should the Company wish to add extra visibility to its sponsorship, customized napkins to be used during the reception can be provided (graphics to be approved). The Organizing Secretariat will inform the Company about the number of items required and shipping info in due time. Materials can also be supplied by the Organizers; quotation will be made available upon request.

EQUAL OPPORTUNITIES COCKTAIL**WEDNESDAY 10th MAY 2023 (6 to 9PM), CONFERENCE VENUE****EURO 1,500 – EXCLUSIVE**

A cocktail will follow the dedicated session. The Company can sponsor exclusively the event and be main partner of it.

- Opportunity to display material like free standing banner or rollup in the Cocktail area. All items must be authorized by the Organizers.
- Company logo and QR code linked to the Company website on all catering tables
- Company logo and link will be included among sponsors on IPAC'23 website and in all communications related to the event
- Company logo on photocal

Extra: customized napkins + 500 euro (+ material supply)

Should the Company wish to add extra visibility to its sponsorship, customized napkins to be used during the cocktail can be provided (graphics to be approved). The Organizing Secretariat will inform the Company about the number of items required and shipping info in due time. Materials can also be supplied by the Organizers; quotation will be made available upon request.

CONFERENCE BANQUET – THURSDAY 11th MAY 2023, CONFERENCE VENUE**EURO 8,000 – 3 SPONSORS MAX**

A placed dinner to network and strengthen new relationships, enjoying Italian food. Three Companies can sponsor the event.

- Opportunity to display material like free standing banner or rollup at the Conference Banquet venue. All items must be authorized by the Organizers.
- Company logo on the menu
- Company logo and link will be included among sponsors on IPAC'23 website and in all communications related to the event
- Company logo on photocal
- 1 extra dinner ticket included

CONFERENCE COFFEE BREAKS**From MONDAY 8th to FRIDAY 12th (AM and PM) MAY 2023, CONFERENCE VENUE****EURO 3,000 each – EXCLUSIVE**

The Company can reach all delegates by sponsoring the coffee break to be held every day (AM and PM) to take a break from scientific sessions and network. The sponsorship is exclusive for one coffee break.

- Opportunity to display material like free standing banner or rollup in the breaks area. All items must be authorized by the Organizers.
- Company logo and QR code linked to the Company website on all catering tables during the sponsored break
- Company logo and link will be included among sponsors on IPAC'23 website
- Company logo on photocal

Extra: customized napkins + euro 1,500 (+ material supply)

Should the company wish to add extra visibility to its sponsorship, customized napkins to be used

during the break can be provided (graphics to be approved). The Organizing Secretariat will inform the Company about the number of items required and shipping info in due time. Materials can also be supplied by the Organizers; quotation will be made available upon request.

Extra: customized paper cups + euro 1,500 (+ material supply)

Should the Company wish to add extra visibility to its sponsorship, branded coffee paper cups to be used during the break can be provided (graphics to be approved). The Organizing Secretariat will inform the Company about the number of items required and shipping info in due time. Materials can also be supplied by the Organizers; quotation will be made available upon request.



Other Conference Sponsorship Opportunities

DELEGATE BAGS – EURO 5,000 (net of VAT) – 3 SPONSORS MAX

Organizers will provide bags for all participants. The logo of the sponsoring companies will be printed on the bag, along with IPAC'23 logo. Design will be managed by the Organizers. Company logo and link will be included among sponsors on IPAC'23 website and on photocall.

DELEGATE LANYARDS – EURO 5,000 (net of VAT) + lanyards supply – EXCLUSIVE

The Company will provide lanyards with the logos of both the Company and the Conference. Graphics and layout of the lanyards must be authorized by the Organizers before printing. Organizers will provide a high-resolution logo of IPAC'23.

The Organizing Secretariat will inform the company about the number of items required and shipping info in due time. Materials can also be supplied by the Organizers; quotation will be made available upon request.

Company logo and link will be included among sponsors on IPAC'23 website and on photocall.

PENS – EURO 5,000 (net of VAT) + pens supply – EXCLUSIVE

The Company will provide pens with the logo of the Company to be included in all conference bags. They will be also used at registration desk. Graphics and pen type shall be authorized by the Organizers before printing.

The Organizing Secretariat will inform the Company about the number of items required and shipping info in due time. Materials can also be supplied by the Organizers; quotation will be made available upon request.

Company logo and link will be included among sponsors on IPAC'23 website and on photocall.

NOTEPADS – EURO 3,500 (net of VAT) + notepads supply – EXCLUSIVE

The Company will provide notepads, with both the Company and the Conference logos, to be included in all conference bags. They will be also used at registration desk. Graphics and layout shall be authorized by the Organizers before printing.

Organizers will provide a high-resolution logo of IPAC'23 to be printed.

The Organizing Secretariat will inform the Company about the number of items required and shipping info in due time. Materials can also be supplied by the Organizers; quotation will be made available upon request.

Company logo and link will be included among sponsors on IPAC'23 website and on photocall.

BAG INSERT – EURO 2,000 (net of VAT) + material supply

Promotional or marketing materials of the Company, such as flyer, brochure (maximum 4 pages) or gadget, will be included in the Conference bag distributed to all participants. Any item must be approved by the Organizers.

The Organizing Secretariat will inform the Company about the number of items required and shipping info in due time. Materials can also be supplied by the Organizers; quotation will be made available upon request.

Company logo and link will be included among sponsors on IPAC'23 website and on photocall.

SANITIZING GEL – EURO 2,000 (net of VAT) + material supply – EXCLUSIVE

The Company can sponsor a pocket sanitizing gel to be included in the bag. The gadget will be included in the Conference bag to be distributed to all participants. The gel should be provided in pocket size, with the Company logo.

The Organizing Secretariat will inform the Company about the number of items required and shipping info in due time. Materials can also be supplied by the Organizers; quotation will be made available upon request.

Company logo and link will be included among sponsors on IPAC'23 website and on photocall.

ALL-IN-ONE PLUG ADAPTER – EURO 2,000 (net of VAT) + material supply – EXCLUSIVE

The Company can sponsor a branded all-in-one plug adapter to be included in the bag. The gadget will be included in the Conference bag to be distributed to all participants.

The Organizing Secretariat will inform the Company about the number of items required and shipping info in due time. Materials can also be supplied by the Organizers; quotation will be made available upon request.

Company logo and link will be included among sponsors on IPAC'23 website and on photocall.

AD PAGE IN DELEGATE E-BOOKLET - EURO 2,500 (net of VAT)

The delegate e-booklet will be made available online to all participants and will include all info about IPAC'23 conference and social events.

The sponsoring Company can include an AD page (graphics to be approved by the Organizers), promoting its products or activity.

Company logo and link will be included among sponsors on IPAC'23 website and on photocall.

WIFI – EURO 5,000 (net of VAT)

WiFi connection will be available to all participants, sponsors and guests all over the Conference venue. High speed connection will be granted for the full period of IPAC'23.

Communications about the net and credentials will be provided to participants through newsletter and onsite signage. The logo of companies sponsoring IPAC'23 WiFi will be displayed on any communication about the net.

Company logo and link will be included among sponsors on IPAC'23 website and on photocall.

RELAX AREA – EURO 7,500 (net of VAT)- EXCLUSIVE

The networking and relax area is a dedicated area of the conference centre equipped and furnished to offer delegates an area to work, network and relax.



Company will be able to display banners and roll-up or, if requested, a sponsored backwall can be placed (quotation upon request). Furniture can also be branded. Company materials and items can be displayed and made available to participants in this area.

Further customization and relevant costs can be agreed upon with the Organizing Secretariat. Company logo and link will be included among sponsors on IPAC'23 website and on photocall.

ICE CREAM CART – EURO 7,500 (net of VAT)– EXCLUSIVE 1-day

A vintage ice-cream cart will be available in the Conference venue during the whole Conference. The Company can sponsor it for one day. The cart will be customized with the Company Logo/graphics and one additional marketing material, like banner or rollup, may be placed close to it to customize the area. All items must be authorized by the Organizers.

Company logo and link will be included among sponsors on IPAC'23 website and on photocall.



Extra: customized napkins + Euro 1,500 (net of VAT) + material supply

Should the Company wish to add extra visibility to its sponsorship, branded napkins can be provided. The Organizing Secretariat will inform the Company about the number of items required and shipping info in due time. Materials can also be supplied by the Organizers; quotation will be made available upon request.

Extra: customized ice cream cups + Euro 1,500 (net of VAT) + material supply

Should the Company wish to add extra visibility to its sponsorship, branded ice cream cups can be provided. The Organizing Secretariat will inform the Company about the number of items required and shipping

info in due time. Materials can also be supplied by the Organizers; quotation will be made available upon request.

WATER DISPENSERS – EURO 4,500 (net of VAT) – 3 SPONSORS MAX

The Company will sponsor 5 water dispensers located all around the Conference venue for the whole Conference. Dispensers will be customized with the Company Logo/graphics, previously authorized by the Organizers.

Dispensers will be provided by the Organizers.

Company logo and link will be included among sponsors on IPAC'23 website and on photocall.

Extra: customized paper glasses + Euro 1,500 (net of VAT) + material supply

Should the Company wish to add extra visibility to its sponsorship, branded paper glasses can be provided. The Organizing Secretariat will inform the Company about the number of items required and shipping info in due time. Materials can also be supplied by the Organizers; quotation will be made available upon request.

CHARGER STATION – EURO 5,000 (net of VAT)

Charger stations for all devices (mobile, laptop, tablet) will be placed close the meeting area. The stations can be customized with Company logo/graphics, previously authorized by the Organizers.

Sponsorship includes the customization of ONE charger station.

Company logo and link will be included among sponsors on IPAC'23 website and on photocall.

COMPANY PRESENTATION – EURO 2,500 (net of VAT)

A small open area equipped with projector and screen and 10-15 chairs for audience, will be set up and made available to the Company for a presentation of its products. Promotional material may be distributed in the area.

Time allotted is 30 minutes and the session will be scheduled according to the scientific programme.

Promotional flyers for the presentation may be placed on the registration desk.

Company logo and link will be included among sponsors on IPAC'23 website and on photocall.

EXTRA REGISTRATION

Registration passes included in the sponsorship packages and booths are full passes, including all sessions and social events.

The company may decide to purchase further full passes, at the early bird registration fee applied to participants, or exhibitor passes (not including social events) at a reduced fee.

Sponsorship recap

Gold sponsorship	euro 15,000
Silver sponsorship	euro 10,000
Bronze sponsorship	euro 8,500
Single booth	euro 6,000
Customized backwall	euro 1,500
Double booth	euro 11,000
Customized backwall	euro 2,500
Students tutorial coffee break (1) -- 6-7 May 2023	euro 1,500
Customized napkins	euro 500
Customized paper cups	euro 500
Welcome reception -- 7 May 2023	euro 10,000
Customized napkins	euro 1,500
Conference reception -- 9 May 2023	euro 10,000
Customized napkins	euro 1,500
Equal Opportunities cocktail -- 10 May 2023	euro 1,500
Customized napkins	euro 500
Conference banquet -- 11 May 2023	euro 8,000
Conference coffee break (1) -- 8-12 May 2023	euro 3,000
Customized napkins	euro 1,500
Customized paper cups	euro 1,500
Delegate bags	euro 5,000
Delegate lanyards SOLD OUT	euro 5,000
Pens	euro 5,000
Notepads	euro 3,500
Bag insert	euro 2,000
Sanitizing gel	euro 2,000
All-in-one plug adapter	euro 2,000
AD page in delegate e-booklet	euro 2,500
WiFi	euro 5,000
Relax area	euro 7,500
Ice cream cart - 1 day	euro 7,500
Customized napkins	euro 1,500
Customized ice cream cups	euro 1,500
Water dispenser	euro 4,500
Customized paper glasses	euro 1,500
Charger station	euro 5,000
Company presentation	euro 2,500

All amounts are net of VAT.

CUSTOMIZED SPONSORSHIPS

Should your Company wish a customized sponsorship, with company materials, sponsored events, or any other bright idea and suggestion, please feel free to contact the Organizing Secretariat at sponsor@IPAC23.org.

We will be happy to realize your project!

**Ready to join IPAC'23?
Register now your sponsorship**



Terms and conditions

All exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their products in the most effective manner to the audience.

Packages and booths

1. IPAC'23 will provide the following: delegate passes (in the quantity specified in the Sponsorship and Exhibitors Manual), booth and equipment, for each Gold, Silver, Bronze sponsorship and booth registration.

2. Each booth is 3 meters (length) x 2 meters (width) and includes all equipment detailed in the Sponsorship and Exhibitors Manual, i.e.: one 220V power outlet (European plug), one table and two chairs, carpet, booth walls, dust bin. No discount will be made for items/services not utilized. Sponsors may request other booth equipment or furnishing to the Organizing Secretariat.

3. No promotional material shall be placed outside booth space. Any attention-arousing devices (such as noisemakers, flashing lights, movies, music, videos, screens etc.) shall not hinder scientific programme nor other companies/booth activity.

4. Representatives of exhibitor shall remain in their booth space when working. In no case aisles can be used for this purpose.

5. Any booth layout other than the one provided by IPAC'23 shall be requested or submitted to the Organizing Secretariat for approval.

6. Sponsors can choose the preferred booth directly on the floorplan available in the Sponsors Registration platform. Booth booking will be blocked for 5 days; should the payment not be received within 5 days, booth will be released.

7. IPAC'23 reserves the right to change booth location, layout, size and equipment, or to change exhibition times, at any time in case of organizational urgent needs.

8. If unusual equipment or machinery is to be installed and used, a thoroughly description of the apparel and of its usage, along with conformity document and safety regulation must be submitted for approval.

9. All Shipping details will be communicated in due time by the Organizing Secretariat. The Sponsor is in charge of all customs duties and formalities, shipping costs.

10. Exhibitor shall not sublease any part of the space rented to another organization. Booth space may be occupied by the registered company only.

11. Exhibitor may distribute samples and promotional material directly related to their products at their own booth; no food or beverages can be distributed.

12. Every precaution should be taken by exhibitor to protect their materials, equipment or products used or displayed. IPAC'23 and the organizers disclaim any responsibility or liability for damage to or loss of any exhibitor's equipment or products.

13. Booths can be set up on Sunday 7th May 2023 from 10AM and must be completed by 6PM; dismantling must be completed by Wednesday 10th May 2023 at 7PM. All booth materials must be packed and removed no later than this deadline. Any material left with no specific instructions to the Organizing Secretariat will be removed and disposed.

14. All materials for the booth must be handled by the Sponsor staff. The Sponsor is in charge of handling and storage of material during Exhibition. All materials need to be properly stored at the booth; no storage is available at the premises; IPAC'23 reserves the right to remove or dispose of any carton, cases and/or packing materials, which are left unattended in the exhibition hall.

15. The electrical supply to booths (220V – European plug) shall be distributed for lighting purposes and for supplying, as necessary, small domestic appliances or office machinery. The use of appliances other than those intended for office use is strictly prohibited. The display of working electrical appliances must be requested and authorized by Organizers and the Venue. In this case, the Company shall submit a written request for specific authorization. In the event that the Company requires a special power supply, this must be requested to Organizers for approval and quotation at least 30 (thirty) days before the event. The Company must use high quality materials and electrical appliances with suitable characteristics, which comply with existing CEI Regulations. In particular, materials

and appliances bearing the Italian Mark of Quality or equivalent European Marks should be used. IPAC reserves the right to prohibit the use of materials and appliances which do not comply with current regulations. The Company is in charge of verify the integrity of the same.

16. It is forbidden to

- use electrical tools and machinery during set up to make furnishings at the stand (planers, circular saws, cutters, welding equipment, etc..)
- use inflammable glue, varnish and /or paint
- use mobile forklifts with an internal combustion engine
- introduce motorized vehicles into the pavilions for exhibition purposes without the express permission of the Organizers
- introduce refrigerators and cooling devices or radiating heaters
- use combustible compressed or liquid gas
- use inert gas canisters of any size and/or capacity
- use temporary ceilings to partially cover exhibition and congress spaces
- introduce inflatable structures or balloons which use inflammable gas; only those using inert gas are allowed if adequately fixed and of a reasonably small dimension
- access the exhibition and congress areas with motorized vehicles in general; - cover in any way, even partially, the mobile or fixed fire fighting devices of the exhibition and congress structures and the signs indicating emergency exits, forbidden activities and limitations; - lean anything extraneous on the sprinkler system, the ceiling, the pylons, the rafters
- have set-up and dismantling personnel for the exhibition and congress spaces present after agreed opening times
- leave the electricity on at the booth and/or in the exhibition-congress space without the presence of personnel and, in any case, outside of the opening hours of the event
- use loudspeakers or any other source of sound which could create disturbance
- introduce materials and/or products to the exhibition- spaces which are dangerous, bad smelling, or which could cause damage or annoyance to the others - obstruct internal and/or external corridors and emergency exits with decorating materials, products, packing materials and similar items, during set-up and dismantling and during the entire period of the event
- use equipment or fixtures which do not comply with current safety regulations and legislation
- tamper with or damage in any way the furnishings or premises of the venue

Social events

All signage on tables included in the sponsorship of social events will be provided by IPAC'23. Any other promotional material shall be submitted to and approved by IPAC'23, and provided by the Sponsor.

All supplies (napkins, cups, glasses, etc.) will be provided by the Sponsor. Materials can also be provided by IPAC'23 and production costs will be added to the cost of sponsorship.

Other sponsorships

Supplies: Details for shipment of goods to be supplied for agrees sponsorships will be communicated in due time by the Organizing Secretariat. The Sponsor is in charge of all customs duties and formalities, shipping costs.

All supplies (pens, notepads, lanyards, etc.) shall be submitted to and approved by IPAC'23, and provided by the Sponsor. Materials can also be provided by IPAC'23 and production costs will be added to the cost of sponsorship.

All Shipping details the will be communicated in due time by the Organizing Secretariat. The Sponsor is in charge of all customs duties and formalities, shipping costs.

Reservation and payment

Sponsorship purchase and registration platform will be open from Monday 13th June 2022 to Friday 17th March 2023.

Payment shall be made via bank transfer on IPAC'23 bank account:

Bank account: 000106409859

Account holder: the office srl

Bank: UniCredit

IBAN: IT52D0200802230000106409859

Invoice for sponsorships will be issued by the Organizing Secretariat:
 The office srl
 Via San Nicolò 14
 34121 Trieste – Italy
 VAT IT00636740326
 Invoicing details must be properly provided upon registration and cannot be changed once invoice is issued.
 All amounts indicated in the Sponsorship and Exhibitors Manual are net of 22% VAT, which will be added if applicable.

General rules

It is forbidden to

- Smoke inside the Conference venue
- Bring alcoholic beverages inside the Conference venue, if not provided by the designated caterer
- Light fires or use naked flames inside the Conference venue
- Introduce any hazardous material or substances
- Animals are not allowed within the Conference venue.

IPAC'23 has full authority in interpreting and enforcing all the rules set forth herein.

IPAC'23 reserves the right to refuse the registration to any Sponsor which does not comply with the rules set forth herein.

English is the official language of IPAC'23. No other language will be used for communication. All sponsorship materials must be drafted in English.

Liability - Sponsor hereby agrees to indemnify, hold harmless and defend IPAC'23 LOC, Organizers and Secretariat, and their respective staff from and against any and all liability, responsibility, loss, damage, cost, or expense of any kind whatsoever as they arise (including but not limited to court costs, interest and attorney's fees) which they may incur in, suffer, be part to, or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission or breach of these Terms and Conditions, or violation of any national law by the Sponsor or any of its staff.

Sponsor assumes full liability for the actions of its staff and contractors, whether acting within or without the scope of their authority, and agrees to indemnify, hold harmless, and defend Organizers, attendees and any other entity as expenses arise, from liability resulting directly or indirectly, or jointly, from other causes which arise because of the acts or omission of its staff or contractors whether acting within or without the scope of their authority.

Insurance - IPAC'23 does not cover product and property insurance of the Sponsor. The Company is liable for all the material and direct damages and losses suffered by goods and personal effects of its staff. During the exhibition, the booth shall be watched by the Company staff or authorized personnel and goods or items shall never be left unattended. Sponsor is recommended to obtain their own insurance to be in effect during the dates of the Conference, including set-up and dismantling days.

Cancellation and refund - Booth and other sponsorship cancellation requests must be submitted in written to the Organizing Secretariat via email to: sponsor@IPAC23.org:

- Before and on 9th January 2023: 70% of the sponsorship will be refunded
- Between 10th January 2023 and 9th March 2023: only registration fees will be refunded
- After 10th March 2023: no refund is envisaged

Force majeure - In case the Conference is postponed due to force majeure, the sponsorship can be moved to the new Conference dates; if the Sponsor decides not to confirm the sponsorship, 15% of the full sponsorship will be charged. In case the Conference is cancelled due to force majeure, 5% of the full sponsorship will be charged.

By force majeure it is meant any circumstances beyond the reasonable control of the parties signing the agreement and preventing IPAC'23 from holding the Conference as scheduled. Force Majeure may include, for example, (i) war (whether

declared or not), hostilities, invasion, act of foreign enemies, extensive military mobilisation; (ii) civil war, riot, rebellion and revolution, military or usurped power, insurrection, act of terrorism, sabotage or piracy; (iii) currency and trade restriction, embargo, sanction; (iv) act of authority whether lawful or unlawful, compliance with any law or governmental order, expropriation, seizure of works, requisition, nationalisation; (v) plague, epidemic, natural disaster or extreme natural event; (vi) explosion, fire, destruction of equipment, prolonged breakdown of transport, telecommunication, information system or energy; (vii) general labour disturbance such as boycott, strike and lock-out, go-slow, occupation of factories and premises.

Applicable law - In the event of any claim or dispute the parties, Italian law shall be applied and the competent court will be Venice Court.

Sponsor accepts with no reserve these Terms and Conditions. IPAC'23 reserves the right to modify these Terms, giving prompt notice to the Sponsor, who shall accept the new updated version.



14th International Particle
Accelerator Conference

IPAC
'23

ipac23.org

Contact Info

✉ sponsor@ipac23.org

📍 Lido di Venezia, Italy

the office

Organizing Secretariat
the office srl
via San Nicolò 14 - Trieste - Italy
theoffice@theoffice.it
www.theoffice.it

