



**SPONSORSHIP &  
EXHIBITION  
MANUAL**



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WELCOME TO THE 3<sup>RD</sup> ANNUAL WORLD ADC ASIA.

PREPARATIONS ARE IN FULL SWING AND THE WORLD ADC ASIA TEAM IS LOOKING FORWARD TO WELCOMING YOU TO LONDON IN MARCH 2019.

THIS MANUAL WILL HELP YOU TO PLAN YOUR ATTENDANCE AT THIS EVENT AND CONTAINS ESSENTIAL INFORMATION AND GUIDELINES.

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**POINTS OF CONTACT**

**OPERATIONS MANAGER**

**COMMERCIAL MANAGER**

**COMMERCIAL MANAGER**



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**DATES**

<b>TUESDAY JUNE 23<sup>RD</sup> 2020</b>	WORKSHOPS A, B, C1, C2
<b>WEDNESDAY JUNE 24<sup>TH</sup> 2020</b>	CONFERENCE DAY ONE
<b>THURSDAY JUNE 25<sup>TH</sup> 2020</b>	CONFERENCE DAY TWO

*\*PLEASE NOTE ALL TIMINGS ARE SUBJECT TO CHANGE*

**VENUE**

**HILTON TOKYO BAY**

279-0031

URAYASU-SHI, 1-8 MAIHAMA

JAPAN

**ACCOMMODATION**

We have put together a HotelMap showing great live rates at Hilton Tokyo Bay and nearby, if you need to make a reservation for your stay in Tokyo this June, [please click here: https://worldadc-asia.com/about/accommodation/](https://worldadc-asia.com/about/accommodation/)



## BRANDING

Your company logo will be included on the onsite signage, as detailed in your contract. Please send your Event Manager your logo in EPS format as soon as possible.

Please note that if your company is planning on rebranding or in the process of, please speak with your Event Manager to establish the print deadlines to ensure we have the correct logo at the event.

## POSTER SESSION

As a sponsor/exhibitor, you are welcome to present a poster during the poster session that is taking place in the exhibition area on Wednesday 24<sup>th</sup> June. Details on how to submit a poster will be sent through shortly.

## PASSES

In your contract you will find details of how many passes you are entitled to.

Please send the below information to Catherine Alderson by Monday 25<sup>th</sup> May to register your onsite team.

<b>NAME</b>	
<b>JOB TITLE</b>	
<b>EMAIL ADDRESS</b>	
<b>PHONE NUMBER</b>	
<b>COMPANY NAME</b> <b>* IF DIFFERENT I.E. FOR CLIENT PASSES</b>	

As per your agreement, you are welcome to purchase any additional employee or client passes at a discounted rate. Please contact [Catherine](#) directly to book any additional passes.

## REGISTERING SPEAKERS

Please provide the below details to your [Event Manager](#) if your sponsorship package includes a speaking opportunity:

<b>SPEAKER NAME</b>	
<b>SPEAKER JOB TITLE</b>	
<b>CONTACT DETAILS</b>	
<b>SPEAKER BIO</b>	
<b>SESSION TITLE</b>	



## SPEAKER INFORMATION & GUIDANCE

### PRESENTATION SUBMISSION

We request that you provide a final version of your slides by **Monday 8<sup>th</sup> June**.

### PRESENTATION FORMAT

We recommend that presentations are provided in a Microsoft PowerPoint file in 16:9 ratio aspect.

We do not have a standardized template or logo that we require you use for your slides, feel free to use a template provided by your company or make your own. If you wish to use alternative presentation software please let us know in advance.

### PRESENTATION CONTROL

Presentations will be pre-loaded to our AV desk at the back of the room and will be projected from here.

At the podium you will have access to a wireless clicker, with a laser, to control and advance your slides.

If you prefer an alternative setup, please let us know in advance.

### MICROPHONES

A static microphone on the podium is provided for your session. If you would prefer to use a 'clip-on' microphone, please arrange this at the AV desk 10 minutes before your session starts.

### TIMING AND Q&A

All sessions will end with a 5-minute Q&A. We recommend ensuring your presentation allows time for this.

We will have a countdown timer visible in front of the stage to help keep you on track. If you significantly exceed the time reserved for your session, we will have to interrupt you.

### SHARING PRESENTATIONS

Within 24 hours of the conference we provide attendees with presentation slides from the meeting. These are provided as a PDF only and are only available to download upon the completion of an evaluation form.

Please let us know when sending your presentation if you can share your presentation material.

### PANEL DISCUSSIONS / OR NOT PREPARING SLIDES?

You may have agreed to speak at the event as a panellist/or as a roundtable leader which may not involve presenting slides. Hanson Wade will provide further instructions and guidance for how these sessions will run in a separate communication.



## EXHIBITION STAND

If you have an exhibition space as part of your contract, **we recommend** that you bring a pop-up stand and/or pull up banners along with your marketing collateral and/or devices. Please note, there is no shell scheme surrounding your booth so all stands must be self-supporting and there will not be any walls to attach posters to.

## FLOORING:

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**No flooring or carpeting is required**, the exhibition space is a ballroom and therefore is fully carpeted in neutral colours. Should you absolutely wish to bring your own carpeting, please ensure:

- This is just one colour
- The carpet must be flame retardant
- The carpet is not affixed to any existing flooring with any type of glue

## FLOOR-SPACE PER BOOTH:

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**Your booth must fit within the 3m x 2m (or 8ft x 10ft) floor-space allocated** (unless contracted otherwise).

## CEILING HEIGHT:

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**The shortest ceiling height is 12ft.** Please ensure your booth does not exceed this height.

## PACKAGING:

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Please note that packaging material should be stored under or behind your exhibition stand, a small storage room will also be available for larger crates.

## FURNITURE:

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You will be provided with the following items:

1x table – this is a 6ft trestle table with table cloth

2x chairs

Power access

If you would like photo examples of previous events and exhibition stands please request these from your [Event Manager](#).



## EXHIBITION SET UP & BREAKDOWN

The exhibition will take place on the conference dates only:

**Conference Day 1:** Wednesday, 24<sup>th</sup> June 2020

**Conference Day 2:** Thursday, 25<sup>th</sup> June 2020

### SETUP

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#### TUESDAY, JUNE 23<sup>RD</sup> 2020

##### 6PM – 8PM

All exhibits must be setup by 06:45 on Wednesday 24<sup>th</sup> ready for when the doors open at 07:00.

**If you foresee any difficulty in meeting this deadline, please let your [Event Manager](#) know in advance.**

*If you require further details on loading bay, lift measurements, door measurements etc, please let Catherine know!*

*\*This information will be re-confirmed by your Event Manager closer to the conference.*

### BREAKDOWN

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#### THURSDAY, JUNE 24<sup>TH</sup>

##### 4.30PM ONWARDS

All exhibits must be broken down and packed up by 6pm on Thursday 24<sup>th</sup> June. We respectfully ask that you do not breakdown before the last coffee break.

**Please make Catherine aware of any special requirements / tools your team may need or will be using for setup/breakdown to ensure the necessary precautions can be taken.**



## AV RENTAL

TBC

## SHIPMENTS

Please use the below shipping label to ensure the delivery of your packages.

You will need to complete the fields in **purple**! The earliest delivery date to the venue will be **Friday, 19<sup>th</sup> June 2020**.

<b>Address</b>	<b>Hilton Tokyo Bay</b> 279-0031 Urayasu-Shi, 1-8 Maihama Japan	Tel. +81(0)47 355 5000
<b>Event Name</b>	World ADC Asia 2020	EXHIBITOR – Do not delay
<b>Event Organiser</b>	Catherine Alderson, Senior Event Coordinator, Hanson Wade	
<b>Event Date</b>	23 <sup>rd</sup> – 25 <sup>th</sup> June 2020	
<b>Receiver Name</b>		C/O Hilton Tokyo Bay YILONG NG Assistant Director of Sales - International
<b>Receiver Company</b>		
<b>Meeting Room</b>	Ambio	
<b>Number of Boxes</b>		
<b>Sender</b>	Name	Phone Number

On close of the conference and breakdown, all packages must be removed from the exhibition room.

**Please provide your onsite team with return labels and instructions for collection.**





#### IMPORTANT TIPS:

- Please note all incoming boxes must be clearly labelled with the **Event Name**, the name of the person that will be collecting it (**Receiver**) and the name of the event planner onsite (**Event Organiser, Catherine and C/O Hotel Contact**)
  - o Security at Hilton Tokyo Bay reserves the right to refuse delivery should they deem the information on the items to be insufficient, this is for obvious security reasons.
- All goods to be returned must be left with a member of the Hilton Tokyo Bay Operations Team and clearly labelled, ready for collection.
  - o Hilton Tokyo Bay will not accept responsibility for boxes that are left unattended in a room and items not labelled may be destroyed.
- When a courier has been organised, it is the responsibility of the exhibitor to ensure that all relevant documents are attached to the item, if this is not the case, the courier company will refuse pick-up and the exhibitor will need to re-arrange collection.

#### SPONSOR CHECKLIST / DEADLINES

- Send company logo in EPS format to **Monday, 4<sup>th</sup> May 2020**
- If applicable, send speaker details to **Monday, 25<sup>th</sup> May 2020** (Name, Photo, Bio and Session Title)
- Book accommodation for onsite team
- Register passes by **Monday, 25<sup>th</sup> May 2020**
- Send copy of speaker presentation by **Monday, 8<sup>th</sup> June 2020**
- Deliver all exhibitor materials to venue by **Monday, 22<sup>nd</sup> June 2020** (affix delivery labels)
- Courier arranged for collection for **Thursday, 25<sup>th</sup> June 2020** (prepare collection labels)

