SPONSORSHIP AND EXHIBITION AGREEMENT FORM

24 – 30 August, 2024
Dublin City University, Ireland
Welcome

Welcome ... Bienvenue ... Céad Míle Fáilte.

It is my absolute pleasure to invite you to the 35th International Geographical Congress (IGC) which will be held in Ireland in August 2024. My colleagues and I are all delighted to have this opportunity to welcome you to Dublin, and Ireland more broadly, and to have this unique opportunity to share the best of global geographic research, share common challenges and opportunities, and connect with colleagues from across the world.

The IGC 2024 will continue the tradition of previous congresses in recognising that our world faces many common natural and societal challenges that can only be dealt with through global action, understanding and sharing. Geography as a discipline, its skills, attributes and the geographic mindset has much to offer other disciplines, policymakers, officials, politicians, and our wider communities. The theme of our congress is ‘Celebrating a World of Difference’ and we are strongly focused through our academic and fieldwork programme on supporting intercultural awareness and understanding; promoting intellectual diversity as a strength; bringing geographic research and thinking beyond the congress walls; and grappling with the complex interconnections between people, place and the natural world. In an increasingly contested, fragmented and troubled world, celebrating difference as a strength and acknowledging our common humanity is essential.

I invite you to explore the various pages of our website to find out more information on registering, attending and participating. We will be updating it regularly but for the most up to date information and important reminders, please do sign up to our conference newsletter.

On behalf of the Irish geographical community.

Niamh Moore-Cherry

Niamh Moore-Cherry
Chair, IGC2024

Core Congress Committee
About IGU

The International Geographical Union (IGU) is an international, non-governmental, professional organization devoted to the development of the discipline of Geography.

The purposes of the IGU are primarily to promote Geography through initiating and coordinating geographical research and teaching in all countries of the world. Its work is conducted through the instruments of its National Committees, Commissions and Task Forces.

The IGU hosts the International Geographical Congress every four years and also promotes regional congresses and other meetings that further the objectives of the Union. The IGU also facilitates the participation of geographers in the global community of scientists through its formal affiliation as a Member Union within the International Science Council (ISC) and the International Council for Philosophy and Human Sciences (CIPS).

Click to learn more

About the Local Hosts

This IGC 2024 is hosted by the Geographical Society of Ireland.

The GSI has a long history in supporting and nurturing the dissemination of knowledge, debate and looking at new frontiers within the sciences and social sciences. Many of our members, including those on our LOC and Scientific Committee, are recognised as key leaders in their fields. The Geographical Society of Ireland has established strong links with the Association of Geography Teachers in Ireland (AGTI) and the LOC will arrange special discounts, funds and events to encourage a number of the approximately 1,200 Geography teachers across the island of Ireland to participate.

The Geographical Society of Ireland was established in 1934. The society strives to promote the status and study of geography in Ireland and enhance its international reputation. The GSI aims to raise awareness of the value and impact of Geography in Ireland through a variety of activities, with members in every county of Ireland.

Click to learn more
About IGC 2024 Programme

The theme of the 2024 Congress, *Celebrating a World of Difference*, will focus on the central role of Geography as a discipline that: bridges the natural and social sciences; develops intercultural awareness and understanding; promotes intellectual diversity as a strength; and grapples with the complex interconnections between people, place and the natural environments. In an increasingly contested and fragmented world, acknowledging our common humanity and shared home is essential in tackling the major societal, environmental and economic challenges.

Ireland has a contested political history that derives from a post-colonial legacy that is unique in western Europe. Its emergence as a modern society highlights the importance of bridging cultural, economic, and social differences; the recent support for the same-sex marriage equality referendum is an indicator of the changes in Irish society.

Moreover, its history over the last 150 years has been marked by massive and sustained out-migration, due in part to an environmental catastrophe that was exacerbated by poor decisions. Its history has provided a context for Ireland’s long-standing contribution to global development and peace-keeping efforts. Globally connected with a rich national and local heritage, Ireland is a key bridge geographically between the United States and Eurasia, historically between the colonial and post-colonial worlds, and culturally (through music, art and literature) between our island and our global diaspora, which now is estimated at over 100 million. IGC 2024 in Ireland will draw on its rich heritage and diverse landscapes to provide delegates with an enriching experience.

Themes and Topics at IGC 2024

- Geospatial data analysis and remote sensing
- Energy Geographies
- Cities, planning and quality of life
- Transport, mobilities and spatial change
- Transitioning to low carbon economies and societies
- Water and marine spatial planning
- Health, community wellbeing and quality of life
- Climate reconstruction, adaptation and mitigation
- Risk, resilience and sustainability
- Geohazards
- Migration
- Ecosystems and biodiversity
- Quaternary environments and human interaction
- Political geographies, geopolitics and security
- Geographies of leisure, tourism and sport
- Creativity, art and community engagement
- Gender, identity and feminism
- History, heritage and culture

Ensure you visit the website to view the current programme planning
Venue

DCU is one of the premier education institutions in Ireland with a focus on innovation and entrepreneurship. It is a young, dynamic and ambitious university with distinctive mission to transform lives and societies throughout education, research and innovation. Since admitting its first students in 1980, DCU has grown in both student numbers and size and now occupies a 72 acre site in Glasnevin, just north of Dublin city it is also adjacent to Albert College Park which provides the perfect respite between sessions.

The Helix is a multi-purpose venue located on the main campus with many unique and additional spaces for delegates to engage within the IGC 2024 Village on campus that awaits our delegates, sponsors and exhibitors in Dublin.

Why Support IGC 2024

We will work closely with our sponsors and exhibitors to ensure all aspects of delegates engagement are maximised throughout the IGC 2024 programme.

What opportunities will IGC 2024 Provide?

- Over 3,000 global participants in one location
- Heads of departments, educators, researchers and industry
- Demonstrate your commitment to education and dissemination of knowledge
- Showcase your services and products to your direct audience
- Use the event platform to grow your company brand
- Assist in supporting the International Geography Olympiad (iGeo) for young people
- Enhance your brands visibility by supporting this event
- Differentiate your company from your competitors

Educate – Connect – Engage #IGC2024
# Sponsorship Package Levels

The 2024 Congress offers a range of packages available for our partners to connect and network with delegates throughout the programme.

All sponsors are welcome to select from the various packages, with a general summary below and detailed information in the pages to follow, plus other opportunities to support.

<table>
<thead>
<tr>
<th>Sponsorship Package Levels</th>
<th>Diamond €15,000</th>
<th>Gold €10,000</th>
<th>Silver €7,500</th>
<th>Bronze €5,000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Limited Opportunities</strong></td>
<td>1</td>
<td>2</td>
<td>5</td>
<td>Unlimited</td>
</tr>
<tr>
<td><strong>Exhibition Space</strong></td>
<td>6sqm</td>
<td>6sqm</td>
<td>6sqm</td>
<td>6sqm</td>
</tr>
<tr>
<td><strong>Exhibition Staff Passes</strong></td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td><strong>Congress Registrations</strong></td>
<td>6</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>(Includes one ticket for the Open &amp; Closing Ceremony and Welcome Reception)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Congress Dinner</strong></td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td><strong>Programme Inclusion at Lunchtime Session</strong></td>
<td>1 Session (30 min)</td>
<td>20% discount off rate</td>
<td>15% discount off rate</td>
<td>5% discount off rate</td>
</tr>
<tr>
<td><strong>Promotional/Brand Inclusions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acknowledgment at the Opening and Closing Ceremony</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Advertisement within the onsite programme</td>
<td>1 Back Cover</td>
<td>1 Inside Cover</td>
<td>1 Full Inside Page</td>
<td>1 Half inside page</td>
</tr>
<tr>
<td>Listing within the Sponsors Section of the Congress Website &amp; digital platforms</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Logo positioned on the home page of the Congress Website &amp; digital platforms</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Designated Company Profile within the Congress App</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Company Logo on Official Sponsor Signage in the venue</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Dedicated Pre-Congress e-newsletter sponsor write up</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Inclusion in sponsor focus in Post-Congress email to participants</td>
<td>100 words + Logo and link</td>
<td>75 words + Logo and link</td>
<td>25 words + Logo and link</td>
<td>Logo and link</td>
</tr>
<tr>
<td>Use of the Official Congress Brand and Sponsorship Status Title</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

*Tiered appropriately in size – All logos will be listed where appropriate in status.

Note: Any Inclusion of a sponsor brand is subject to print production deadlines and or time of submission/booking. Priority for any or all inclusions or selected items are subject to time of booking and availability.

All rates are subject to VAT at 23% where applicable.

Rates are provided in Euro € and will be invoiced accordingly.
DIAMOND LEVEL SPONSOR

This is an exclusive opportunity to be acknowledged as the official Diamond Sponsor at IGC2024. This is open to one partner who will be branded accordingly. You will receive top tier branding throughout the Congress and additional benefits:

**Congress Registration Benefits**
- 6 Full Congress registrations (each including congress Opening & Closing Ceremony and Welcome Reception ticket)
- 2 Congress Dinner Tickets

**Exhibition Space & Passes**
- 6sqm space in prime location within the exhibition area.
- 3 Exhibition staff passes
- First choice on exhibition space location *

**Programme Inclusion**
One (1) thirty (30) minute lunchtime session. (Content must be approved by the scientific committee). All costs pertaining to the speaker(s) are provided by the sponsor. (Registration, Travel, hotel and other costs) Congress will provide room and general AV. No other sponsor programme sessions will occur in parallel.

**Promotional & Marketing Benefits**
- Logo positioned on the home page of the IGC2024 Congress website
- Use of the official congress name and sponsorship title in promoting your company’s involvement
- Acknowledgement of sponsorship at the Opening & Closing Ceremonies
- Priority advertisement in the Onsite Programme Book – Cover
- Listing on the sponsors section of the congress website, with a direct link to your company’s website
- Company brand included within the Plenary Hall
- Designated company profile within the Congress App
- Priority branding and write-up included within two (2) official pre-Congress e-newsletters
- Sponsor focus inclusion within the post-congress official email to all participants (facilitated by congress office)
- Company Logo included in official sponsor signage

GOLD LEVEL SPONSOR

There is a limited opportunity of only 2 partners to be acknowledged as a Gold Sponsor at IGC 2024. You will receive Gold Tier branding throughout the Congress and additional benefits:

**Congress Registration Benefits**
- 4 Full Congress registrations (each including congress Opening & Closing Ceremony and Welcome Reception ticket)
- 1 Congress Dinner Tickets

**Exhibition Space & Passes**
- 6sqm space in prime location within the exhibition area.
- 2 Exhibition staff passes
- Priority choice on exhibition space location *

Opportunity to book a lunchtime session at a 20% discounted rate- see page 10

**Promotional & Marketing Benefits**
- Logo positioned on the home page of the IGC2024 Congress website
- Use of the official congress name and sponsorship title in promoting your company’s involvement
- Acknowledgement of sponsorship at the Opening & Closing Ceremonies
- Priority advertisement in the Onsite Programme Book – Inside Cover*
- Listing on the sponsors section of the congress website, with a direct link to your company’s website
- Company brand included within the Plenary Hall
- Designated company profile within the Congress App
- Priority branding and write-up included within one (1) official pre-Congress e-newsletter
- Sponsor focus inclusion within the post-congress official email to all participants (facilitated by congress office)
- Company Logo included in official sponsor signage
SILVER LEVEL SPONSOR

There is a limited opportunity of only 5 partners to be acknowledged as a Silver Sponsor at IGC 2024. You will receive Silver Tier branding throughout the Congress and additional benefits:

Congress Registration Benefits
➢ 3 Full Congress registrations (each including congress Opening & Closing Ceremony and Welcome Reception ticket)
➢ 1 Congress Dinner Ticket

Exhibition Space & Passes
➢ 6sqm space in prime location within the exhibition area.
➢ 2 Exhibition staff passes
➢ Priority choice on exhibition space location*

Opportunity to book a lunchtime session at a 15% discounted rate- see page 10

Promotional & Marketing Benefits
➢ Logo positioned on the home page of the IGC2024 Congress website
➢ Use of the official congress name and sponsorship title in promoting your company’s involvement
➢ Acknowledgement of sponsorship at the Opening & Closing Ceremonies
➢ Priority advertisement in the Programme Book – one full page
➢ Listing on the sponsors section of the congress website, with a direct link to your company’s website
➢ Company brand included within the Plenary Hall
➢ Designated company profile within the Congress App
➢ Priority branding and write-up included within one (1) official pre-Congress e-newsletter
➢ Sponsor focus inclusion within the post-congress official email to all participants (facilitated by congress office)
➢ Company Logo included in official sponsor signage

BRONZE LEVEL SPONSOR

You will receive Bronze Tier branding throughout the Congress and additional benefits:

Congress Registration Benefits
➢ 2 Full Congress registrations (each including congress Opening & Closing Ceremony and Welcome Reception ticket)

Exhibition Space & Passes
➢ 6sqm space in prime location within the exhibition area.
➢ 1 Exhibition staff pass

Opportunity to book a lunchtime session at a 5% discounted rate- see page 10

Promotional & Marketing Benefits
➢ Use of the official congress name and sponsorship title in promoting your company’s involvement
➢ Acknowledgement of sponsorship at the Opening & Closing Ceremonies
➢ Advertisement in the Onsite Programme Book – ½ page
➢ Listing on the sponsors section of the congress website, with a direct link to your company’s website
➢ Designated company profile within the Congress App
➢ Sponsor focus inclusion within the post-congress official email to all participants (facilitated by congress office)
➢ Company Logo included in official sponsor signage
Sustainability and the sustainable use of resources, including reducing overall consumption, is a theme central to geographical research. Sustainability is reflected in many key urgent concerns and research questions that geographers are currently engaged with, and this 2024 Congress offers sponsorship opportunities that will ensure you are supporting sustainability and encouraging delegates to think and consider their own choices and environmental impacts.

All sponsors who secure from the below items will have the additional Green Partner Logo added to their package.

**WATER BOTTLE**  
€5,500

Have your organisation associated with sustainability while providing brand recognition. Each delegate will receive your organisation’s branded water bottle within the delegate pack. Note that the sponsor provides the bottle for inclusion in the delegate pack to the congress office. *

**CONGRESS APP/PLATFORM**  
€15,000

Delegates will keep connected and updated on the congress activities through the onsite congress app/platform. This will be accessible by most iOS and Android mobile devices while at the congress, tablets and computers.

Sponsor benefits include:
- Acknowledgement in the congress programme book*
- Recognition on the congress website, with your logo hyperlinked to your organisation’s website
- Sponsor’s logo will be listed on the access page for the app/platform (note that other sponsors will be included within the app, but the Congress App sponsor will be provided “headline” listing and display on main navigation bar.
- Main write-up within the sponsors section of the mobile app.
### NETWORKING / REFRESHMENT BREAKS

During the programme, delegates will enjoy various refreshment and lunch breaks as well as social events including the welcome reception and congress dinner. Sponsorship provides you with brand recognition at one of these events exclusively as the sponsor on your selected event.

<table>
<thead>
<tr>
<th>Limited Opportunities</th>
<th>Networking/Refreshment Breaks</th>
<th>Lunch Breaks</th>
<th>Welcome Reception</th>
<th>Congress Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledgement in the congress programme book and timetable*</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
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<tr>
<td>Recognition on the congress website, with your logo hyperlinked to your organisation’s website</td>
<td>☑</td>
<td>☑</td>
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</tr>
<tr>
<td>Designated company profile within the Congress App</td>
<td>☑</td>
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<tr>
<td>Opportunity to position four (4) promotional free-standing banners at the catering areas on at your selected break/event (max 1.4m wide by 2m tall)</td>
<td>☑</td>
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<tr>
<td>Opportunity to “upgrade” the sponsored break – additional charges will apply to the sponsor - contact us to learn more</td>
<td>☑</td>
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</tr>
<tr>
<td>Table-top cards with your organisation logo at the catering stations and signage for the selected breaks</td>
<td>☑</td>
<td>☑</td>
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<tr>
<td>Logo included on Lunchtime signage</td>
<td>☑</td>
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<tr>
<td>Logo included at Welcome Reception signage</td>
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<tr>
<td>One full congress registration + 5 additional passes included to the Welcome Reception</td>
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<tr>
<td>Logo included on Congress Dinner signage and ticketing</td>
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<tr>
<td>Opportunity to include promotional gift at the event, subject to approval</td>
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<tr>
<td>Six (5) passes included to the Congress Dinner</td>
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<tr>
<td>5-minute address as part of Conference Dinner Opening</td>
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</tbody>
</table>
### PLENARY SPEAKERS

Support our programme with sponsorship of a Plenary Session Speaker. Your support will assist in the cost of their participation at the 2024 Congress. Your support will also be recognised on the sponsors’ section of the Congress website and the onsite programme book. Rates listed are per speaker supported and listing as an official sponsor. The sponsor can select an available speaker to support, to ensure best alignment with your organisation’s area of interest.

**€5,000**

5 Opportunities Only

### LUNCHTIME SESSION

Engage the IGC Dublin 2024 audience with a lunchtime session hosted in the plenary hall. There is a limit of only 4 sessions available for our partners to secure.

One (1) thirty (30) minute lunchtime session. (Content must be approved by the scientific committee). All costs pertaining to the speaker(s) are provided by the sponsor. (Registration, Travel, hotel and other costs) Congress will provide room and general AV. No other sponsor programme sessions will occur in parallel.

A number of items are provided directly to each of the congress delegates, which you have an opportunity to support and to include your brand or provide product.

**€8,500**

4 Opportunities Only

### BRANDED ITEMS

#### LANYARDS

All delegates will receive an official congress lanyard. Your logo and the congress brand will be printed (one colour print process - lanyards provided by the congress secretariat)

Sponsor benefits include:

- Your logo included on the lanyard worn by each delegate during the event.
- Acknowledgement in the congress programme book*
- Recognition on the congress website, with your logo hyperlinked to your organisation’s website

**€6,500**

Exclusive Opportunity

#### VOLUNTEER T-SHIRTS

Official volunteers are the face of the IGC 2024 Congress throughout the event. They are clearly identifiable to all delegates providing assistance while through the campus

Include your brand with the Congress’ own, on the official Volunteer Uniform!

Sponsor benefits include:

- Recognition on the congress website, with your logo hyperlinked to your organisation’s website
- Your logo included on the volunteer t-shirt with the congress logo ( t-shirt provided by the congress office and your logo position will be confirmed by the congress secretariat)
- Acknowledgement in the congress programme book*

**€1,950**

Exclusive Opportunity

#### NOTE PAD & PEN

Each delegate will receive your organisation’s branded note pad and pen within the delegate bag. Note that the sponsor provides the material for inclusion in the delegate pack to the congress office. *

**€3,950**

Exclusive Opportunity
PROGRAMME BOOK ADVERTISEMENT OPTIONS

Full-page Advertisement €1,950
Half-page Advertisement €1,250

Provide your organisation’s advertisement for inclusion to the delegate within the programme book which is received by each delegate.
Black and white advertisement, graphic provided by sponsor.

BANNER-Ads and INCLUDED IN E-BLASTS

Regular e-blasts are circulated from the congress office to our marketing groups, registered delegates and interested parties. Have your brand promoted accordingly.

IN REGISTRATION CONFIRMATION EMAIL (exclusive banner ad) €1,750
On booking, all participants receive a confirmation email – your banner ad will be exclusively included linking to your organisation’s web url.

IN GENERAL PRE-Congress E-BLAST (this is for one e-blast) €1,250
During the event planning the congress office will issue regular e-newsletters with event updates. Include your organisations banner ad and link to your web url. This rate is for one inclusion.

IN FINAL CONFIRMATION EMAIL (Joining instruction pre-event email – Exclusive) €2,250
Pre-congress all delegates will receive a final joining instructions for the event by email. Your banner ad will be exclusively included linking to your organisation’s web url.

WEB BANNER AD for Sponsors (One Month) €1,250
Our sponsors are offered an opportunity to have a focus banner ad listed on sponsors section linking through to your organisation’s web url. This will be listed at the top of the sponsors page, irrespective of the sponsors tiered status. One tweet/FB post will be included promoting the sponsor focus during the secured month.

SOCIAL MEDIA PROMOTION €1,550
Leverage the power of social media by partnering with us for dedicated posts, mentions, and campaigns across our official conference social media channels. This will allow you to reach a wider audience and generate buzz around your organisation.

Note:
*Inclusion of your organisations branding within/on or as part/packed in or on any printed/branded is subject to the time of booking and adhering to production timelines.
On confirmation of your selected item, a sponsor manual will be provided per the booking term and will detail all branding deadlines and requirement. Failure to adhere to any timelines is the sole responsibility of the booking party and not the congress office, no refund will be provided where a sponsor has not provided the requested artwork, branding or other items required in the production of congress items or materials.
IGC 2024 exhibition will be open to all participants from Sunday 25th afternoon, to Thursday 30th August (Set up will occur Sunday morning 25th August). We are planning an exhibition space that will engage and allow for your time with the delegates.

Stand positions are based on fist come basis so book early.

Exhibitors are encouraged to book early to secure their position and brand recognition on the congress website. (http://www.igcdublin2024.org). All exhibiting companies will be listed on the congress website with a “Business Card” listing and direct web link to your organisation with write up. All exhibitors will also be included in our pre-event newsletter to all delegates – a direct opportunity to promote your presence or offers/prizes at your stand!

**Exhibition Space Rates**

Ensure that you book early to avail of the discounted rate.

Note that larger exhibition spaces provide further discounts when considering your stand location and footprint. [Contact us](mailto:expo@igc2024dublin.org) to learn more.

<table>
<thead>
<tr>
<th>Exhibition Size</th>
<th>Early Bird Price Booked before 1 Dec 2023</th>
<th>Standard Price Booked after 1 Dec 2023</th>
<th>Included number of Expo Staff passes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3m x 2m Space</td>
<td>€2,500</td>
<td>€3,250</td>
<td>2</td>
</tr>
</tbody>
</table>

Rates include sqm space as booked, furniture package of trestle table, 2 chairs plus one double socket power connection. Full floorplan and details of inclusions will be provided in early 2023 for the Congress. You can provisionally reserve a position and the locations will be offered on a first come / first booked basis after our Tiered sponsors select their locations.

**SPONSORSHIP & EXHIBITION MANAGEMENT**

The professional management services of Keynote PCO are providing support in delivering the IGC 2024. Keynote PCO is based in Dublin, Ireland and they are the local Congress office.

**Contacts:**
Tel: + 353 1 400 3648
Email: expo@igc2024dublin.org

**Address:**
IGC Dublin 2024
c/o Keynote PCO
Suite 26, Anglesea House, 63 Carysfort
Ave, Blackrock,
Co Dublin, Ireland
www.keynotepco.ie

**Please Note:**
*All appropriate brand acknowledgement will be tiered appropriately in size – Diamond will be listed as largest, then to Bronze as smallest positioning.

Any Inclusion of a sponsor brand is subject to print production deadlines and or time of submission/booking. Priority for any or all inclusions or selected items are subject to time of booking and availability. All products, branding and inclusion of a sponsor at IGC Dublin 2024 is on review and approval by the committee.

All rates are subject to VAT at 23% where applicable.
Rates are provided in Euro(€) and will be invoiced in Euro.
BOOKING TERMS AND CONDITIONS

Cancellations/Postponement & Payments:

50% of total amount is due immediately with booking confirmation. All invoices must be paid within 30 days of the invoice date. Payment can be made by bank wire transfer or credit card (credit card must be a pre-approved option, contact us for details as charges may apply). Bank details will be provided on all invoices. All bank charges are the responsibility of the sender. If the Client fails to submit full and final payment 8 months prior to the event, Keynote PCO can cancel the Client’s participation with no refund of monies received. Should booking and subsequent payment terms be after the above period, alternate dates will be confirmed with the client.

Should an Exhibitor/Sponsor wish to cancel any of its participation (sponsorship, exhibition space, shell scheme, stand services etc.), written notification must be sent to expo@igc2024dublin.org Refunds will be based on the following schedule:

- Before 1st December 2023 40% refunded, less agreed benefits received to date.
- After 1st December 2023, No refund available.

In the event that the conference is postponed for any given reason, the exhibitor/sponsor/advertiser will not be entitled to cancel the exhibition space / sponsorship / advertising or to obtain monetary compensation, but the benefits that have been agreed will remain in place for the rescheduled event.

In the event that the conference is cancelled for any given reason, the organisers will refund the exhibition/sponsorship/advertising money to the relevant company, minus any benefits that have been received by the company prior to the cancellation and any expenses incurred by the organisers with respect to the provision of the agreed benefits.

Should the Symposium format or medium change (to include transfer to a virtual or hybrid format/medium), the exhibitor/sponsor/advertiser will not be entitled to cancel or to obtain monetary compensation, but the benefits that have been agreed will remain in place and adjusted appropriately.

Stand Assignment, Exhibition Construction & Staff:

Tiered Sponsors will be offered first preference on exhibition space location as required. The remainder will be allocated strictly on a first come, first served basis to other exhibitors and will be confirmed in writing, by Keynote PCO. If a custom designed stand is to be constructed, please provide a diagram of the proposed stand, with details and dimensions. All display constructions require the approval of the Exhibition & Sponsorship Manager at Keynote PCO, 6 months prior to the conference. All stands must adhere to the dimensions as booked according to their package and per the exhibition manual that will be issued to all confirmed exhibitors.

Preferences and priorities requested by the Exhibitor/Sponsor as to booth space location will be respected whenever possible. The Exhibition & Sponsorship Manager however reserves the right to make reasonable transfers as to the location of the Exhibitor/Sponsor’s space should any circumstances arise where it is deemed necessary. No transfers will be made without prior notice to the Exhibitor/Sponsor. Any changes in space locations do not entitle the Exhibitor/Sponsor to cancel the exhibition space or obtain monetary compensation.

The organisers reserve the right to alter the layout of the exhibition area and to remove sections of the space and features such as posters, catering and internet café where or as required. Exhibitors agree to be present the full duration of the exhibition during the event. Set up and dismantling of any display/exhibition spaces must only occur during the specific allotted timings.

Exhibitors are entitled to the number of staff passes indicated in their exhibition package. Additional exhibition only passes are available to book.

Insurance and Safety:

The organisers cannot be held responsible for any loss of damage of/to any equipment brought in for the Exhibitor/Sponsor’s exhibition. The Exhibitor/Sponsor is therefore advised to ensure to take out adequate insurance cover as necessary including Employers Liability & Public Liability cover, insurance to cover loss of damage to exhibits or other personal property. In addition the Exhibitor/Sponsor is required to show proof of their insurance liability in the event of damage to the venue. Exhibitors and their representatives shall indemnify and hold harmless SI Dublin 2023, SI, Keynote PCO, the CCD and their affiliated agents and employees from any or all liability.

The complete Rules & Regulations will be published in the Technical Information Manual (Exhibition) which will be issued to all exhibitors a minimum 6 months before the event. The Rules & Regulations must be fully observed by exhibitors, their contractors and their personnel. Insurance documentation and risk assessments must be provided per dates and deadlines in this document and failure to provide any required documentation may cause your booking to be cancelled with no refund available. The organisers reserve the right to demand changes to, or closure of any stand that does not conform to these Rules & Regulations. If an exhibit fails to comply with the official rules and regulations, the organisers reserve the right to reclaim its exhibition space and resell it, and all monies paid by the exhibitor shall be forfeited.

Once an exhibiting company has reserved exhibition space, modular booth and/or stand services, it agrees to abide by the payment conditions and cancellation policy plus all further rules and regulations in the technical information manual. The Sponsor/Exhibitor agrees not to carry on additional promotional activities in Dublin outside the conference venue over the dates of the conference. If acting as a conference sponsor/exhibitor, all activities must take place within the venue or for related conference events (e.g. social events and tour programmes) and any activities must be specifically agreed with the organisers of the conference. Contact expo@igcdublin2024.org
By completing and returning this form, you agree to all the initial Booking Terms and Conditions as listed in the full IGC Dublin 2024 Sponsorship and Exhibition Prospectus and agree to abide by all conditions provided in the full exhibitor/sponsor manual.

**SPONSORSHIP BOOKING DETAILS**

Please indicate below the sponsorship opportunity you wish to book.

Sponsor Name: as to appear on official branding

❯

**SPONSORSHIP ITEMS**

<table>
<thead>
<tr>
<th>Please tick to indicate your selected item(s)</th>
<th>Please tick to indicate your selected item(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diamond Sponsorship: €15,000</td>
<td>Volunteer T-Shirts: €1,950</td>
</tr>
<tr>
<td>Gold Sponsorship: €10,000</td>
<td>Note Pad &amp; Pen: €3,950</td>
</tr>
<tr>
<td>Silver Sponsorship: €7,500</td>
<td>Water Bottle: €5,950</td>
</tr>
<tr>
<td>Bronze Sponsorship: €5,000</td>
<td>Pack Insert: €1,500</td>
</tr>
<tr>
<td>Refreshment Break (one day) Day: ___________</td>
<td>Ad Copy – Full page: €1,950</td>
</tr>
<tr>
<td>Lunch Break (one day) Day: _________________</td>
<td>Ad Copy – Half Page: €1,250</td>
</tr>
<tr>
<td>Welcome Reception: €5,950</td>
<td>Reg Conf. Email: €1,750</td>
</tr>
<tr>
<td>Congress Dinner: €9,950</td>
<td>General Pre-Congress Email: €2,250</td>
</tr>
<tr>
<td>Congress App: €15,000</td>
<td>Final Con. Email: €2,250</td>
</tr>
<tr>
<td>Plenary Speaker: €5,000</td>
<td>Web banner Ad Month: €1,250</td>
</tr>
<tr>
<td>Lunchtime Session: €8,500</td>
<td>Other</td>
</tr>
<tr>
<td>Lanyards: €6,500</td>
<td>Other</td>
</tr>
</tbody>
</table>

Note: VAT will be applied to all booked items where relevant. Current rates is at 23% Irish VAT.

**EXHIBITION SPACE BOOKING DETAILS**

Exhibition Stand Name: as to appear on official branding and stand header

❯

Exhibition Space Location
Floorplan will be provided in 2023

<table>
<thead>
<tr>
<th>1st Choice Location</th>
<th>2nd Choice Location</th>
<th>3rd Choice Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

**Exhibition Size**

<table>
<thead>
<tr>
<th>Exhibition Size</th>
<th>Early Bird Rate €380</th>
<th>Standard Price €455 per sqm</th>
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</thead>
<tbody>
<tr>
<td>3m x 2m space</td>
<td>€2,500</td>
<td>€3,250</td>
</tr>
</tbody>
</table>

**Total Exhibition and Sponsorship Value:** €

Required tick to agree – Required

The data entered in this form is provided to Keynote PCO, who communicates conference information by all media formats: Email, Fax, Telephone and Post and we agree to the Congress Privacy Policy – Click here

I confirm that I have read and agree to the Booking Terms and Conditions per this document for IGD Dublin 2024.
PAYMENT OPTIONS
An immediate 50% deposit invoice will be issued based on the conference payment conditions.
▪ If you wish to use the split payment option, please tick here.

Timelines will be agreed with the conference office following submission of the form for any split payments and will be confirmed in writing.
▪ If you prefer to receive a full value invoice, please tick here.

INVOICE DETAILS
Please provide all details requested below. Ensure you provide the full billing/invoice information as should appear on your invoice. It is important that your VAT number is provided as this may cause delay in confirming your booking.

Company Name: ____________________________________________
VAT Number: ____________________________________________
PO Number: ____________________________________________
Contact Name: ____________________________________________
Tel: __________________________ Email: ____________________________
Billing Address: ____________________________________________
__________________________________________________________
Country: ____________________________________________
Signature: ____________________________________________

Stand/Sponsorship Contact Details:
If the representative managing your onsite exhibition stand logistics or sponsorship management is different to the invoicing contact – please provide below:
Name: __________________________ Email: ____________________________
Tel: __________________________

Please ensure you have included a high resolution copy of your organisations logo (eps or vectorised pdf and png), plus clear communication on your company web address for use. Please email to expo@igc2024dublin.org

Contact Us

Contact:
Tel: + 353 1 400 3648
Email: expo@igc2024dublin.org
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www.keynotepco.ie