

2024 ISPE Pharma 4.0 and Annex 1 Conference

EXHIBITOR SERVICE KIT

Exhibition Dates 10-11 December





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GENERAL INFORMATION

VENUE INFORMATION

Conference Venue & Hotel Accommodations



Rome Marriott Park Hotel

Via Colonnello Tommaso Masala, 54

Rome, Italy, 00148

Hotel & Reservations: [+39-06-658821](tel:+39-06-658821)

AIRPORT INFORMATION

Leonardi da Vinci International Airport

Distance from Hotel: 16.4 km

Alternate Airport Transportation:

Option 1: Limo Service; fee: 45 EUR (one way)

Option 2: Bus Station: Crocco - bus 128 - [Colonnello Masala stop](#)

Option 3: Subway Station: [Magliana](#)

Option 4: Train Station: [Muratella Local Train Station](#)

Ciampino - G.B Pastine International Airport

Distance from Hotel: 21.7 km

Alternate Airport Transportation:

Option 1: Limo Service; fee: 50 EUR (one way)

Option 2: Bus Station: Crocco - bus 128 - [Colonnello Masala stop](#)

Option 3: Subway Station: [Magliana](#)

Option 4: Train Station: [Muratella Local Train Station](#)

EXHIBIT SPACE SPECIFICATIONS

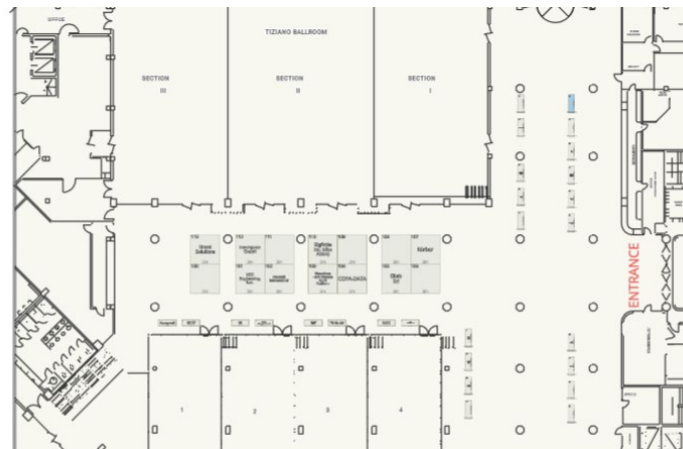
BOOTHS

- Modular Booth
- Name Fascia Sign
- Basic Electrical (Schuko socket, consumption of kW is 3)
- Table
- 2 Chairs
- WiFi
- 3 Exhibitor Registrations (exhibition hall only)
- Listing in the 2024 Pharma 4.0 Mobile App Exhibitor Directory

TABLE TOPS

- Basic Electrical (Schuko socket, consumption of kW is 3)
- 180x90 Table with table cloth
- 2 Chairs
- WiFi
- 2 Exhibitor Registrations (exhibition hall only)
- Listing in the 2024 Pharma 4.0 Mobile App Exhibitor Directory

For further information, please contact ISPE Sales at Sales@ispe.org





EXHIBITION HALL SCHEDULE

Exhibition set-up time:

9 December

1500-1800

10 December

0730-0930

Exhibition hours:

10 December

1000- 1900 Exhibition Hall Open

1020-1100 Networking Break in Exhibition Hall

1200-1330 Networking Lunch in Exhibition Hall

1500-1545 Networking Break in Exhibition Hall

1700-1900 Welcome Reception in Exhibition Hall

11 December

1000- 1345 Exhibition Hall Open

1000-1045 Networking Break in Exhibition Hall

1215-1345 Networking Lunch in Exhibition Hall

Exhibition dismantling time:

11 December

1400-1600



EXHIBITOR INFORMATION

Booth Design & Signage

Vendor: 3A Design

Contact: info@3adesign.eu

Website: <https://www.3adesign.cloud/>

Order Deadline: 15 November

Technical Equipment & AV Rental

Vendor: DHS Event Solution

Contact: andrea.rizzari@dhseventsolution.com

Website: www.dhseventsolution.com

Electrical Services

Vendor: Marriott Rome Park

Contact: v.braido@russottigh.com

Basic electrical is included. Schuko socket, the consumption of kW is 3.

Furniture

Vendor: 3A Design

Contact: info@3adesign.eu

Website: <https://www.3adesign.cloud/>

Order Deadline: 15 November

Cleaning Services

Vendor: Marriott Rome Park

Contact: v.braido@russottigh.com



Catering Services

Vendor: Marriott Rome Park

Contact: v.braido@russottigh.com

Lead Retrieval

Vendor: The Smart Source

Order Link - <https://mysmartsource.com>

Show / Access Code - ISPE1224

Conference Program

The latest version of the conference program is available [online](#) or via the ISPE App.

Exhibitor Registrations

Registration is mandatory for all exhibitors. Each exhibiting company is entitled to the following complimentary exhibitor badges based on their package:

- **3 badges** for booths exhibits
- **2 badges** for table-top exhibits

Please note that exhibitor badges do not grant access to scientific sessions. Badges can be collected at the ISPE registration desk upon arrival.

Exhibitor registrations can be upgraded to full conference registrations for \$500 each. Please contact: Sales@ispe.org for additional information.

WiFi

WiFi will be provided in the exhibition area.



SHIPPING INFORMATION

Please follow these guidelines for shipping materials to the event:

All exhibitors will be responsible for ensuring that shipments are accompanied with the correct customs clearance paperwork.

- **Shipping Window:** Materials should be shipped no earlier than 3 days before the event. Return shipments can be stored on-site for up to 3 days after the event ends.

Shipping Label:

Ensure that all materials are clearly addressed as follows:

ISPE Pharma 4.0 – Francesca Palma
Via Colonnello Tommaso Masala 54, 00148 Rome, Italy

IMPORTANT: Include your exhibit space number on the packaging.

Pre-Event Shipping Requirements

To ensure smooth handling of your shipments prior to the event, the hotel requires the following details:

- **Shipment plan:** Delivery date, courier, and parcel information.
- **Package details:** Dimensions and weight of large pallets or parcels.
- **If no portage service is required:** Provide the name and contact information of the company staff or representative responsible for moving the materials to your exhibit area.

Marriott Rome Park

Contact: v.braido@russottigh.com

Post-Event Shipping Responsibilities

Exhibitors are responsible for packing their materials for return shipping. Each package must include a properly completed waybill.

Additional Considerations:

- All exhibitors are responsible for their own shipments. The hotel has no required shipping service – exhibitors have the option to choose their preferred shipping company.
- The Rome Park Marriott Hotel will accept only prepaid shipments.
- Exhibiting companies must ensure that shipments are accompanied by the correct Customs clearance paperwork. If the paperwork is missing or incomplete, the shipment will be held in Customs.
- All boxes must be correctly marked with exhibitor company name, event name, and hotel contact
- All shipments should be sent to the Hotel to arrive no earlier than 72 hours before the set-up day.
- The hotel will not accept any responsibility for goods that may arrive unmarked, damaged, or failed.
- On the day of dismantle, each organization is responsible for packing all display items and removing all items from the exhibition area. Each company must arrange for their own return shipment. Please note that, for security reasons, the hotel cannot arrange any shipment
- **The hotel does not provide pallet jacks or forklifts, so please inform your courier if you require lift assistance.**
- If you're shipping **fragile or tech materials** (e.g., computers, laptops, screens), notify the hotel in advance to arrange for a storage room.
 - Storage rooms are subject to availability and can be reserved for an additional daily fee.
 - A disclaimer letter will be required, releasing the hotel from any responsibility for damage or loss during delivery or storage.

EXHIBITOR CONDITIONS

- During set-up, open days and tear-down periods, exhibitors must not undertake any activities that could cause damage to the exhibition building (e.g., walls or floors) or any part of the fixtures and fittings to the structure of the hotel. The hotel will charge organizers accordingly and determine if this charge will be passed to the exhibitor involved.
- The hotel will not be held responsible for the loss, deterioration, damage of objects, equipment, materials, or valuables which are left in the exhibition area, unless written agreement concerning the vigilance or custody of the items have been expressly requested.
- Any service that implies extra force consumption, bulk, or good carriage technical service, or special fitting-up, etc., must be previous and expressly contracted.
- Booth cleaning is not automatic and must be ordered from the hotel.
- No emergency exits, air conditioning, or fire points can be blocked.
- No open flames or flammable items are permitted.

Exhibitor Information (Required)

Company contact person:

Exhibitor contact person in Hotel:

Number of Stands in Hotel:

Phone Number:

E-mail:

Date of Arrival:

Departure Date:

Payment related information

All charges related to this order will be set to the general event account - **ISPE 2024**

Any additional requests must be requested by you in advance, quoted and charged.

Rate Information and Authorized Charges

Choose the items you need for your booth, noting the quantities, dates required and total cost: uantity

Description Unit (indicate with "V" the choice)	Cost x Unit	Quantity	Delivery Date (From/to)	Total Cost (Euro)
Telephone Line <input type="checkbox"/> Analog Line with Telephone (cost of phone calls on balance)	€ 180.00			
Description Unit (indicate with "V" the choice)	Cost x Unit	Quantity	Delivery Date (From/to)	Total Cost (Euro)
Internet Access <input type="checkbox"/> Wi-Fi Connection – 24hrs <input type="checkbox"/> Cable Internet Connection (Excludes internet access charges)	€ 12,00			
	€ 36.00			
Description Unit (indicate with "V" the choice)	Cost x Unit	Quantity	Delivery Date (From/to)	Total Cost (Euro)
Cleaning Booth: (Price per day) Cleaning will be done during the nighttime hours.	<input type="checkbox"/> 9 to 52 sq. m. - 45 min.	€ 60.00		
	<input type="checkbox"/> 53 to 90 mt.- 90 min.	€ 100.00		
	<input type="checkbox"/> 91 to 105 mt.- 120 min.	€ 160.00		
	<input type="checkbox"/> 106 to 126 sq.m.- 180 min.	€ 190.00		
	<input type="checkbox"/> Over 127 sq. m.	€ 210.00		

Description Unit (indicate with "V" the choice)		Cost x Unit	Quantity	Delivery Date (From/to)	Total Cost (Euro)
Supply of Electricity (Flat rate price for the entire period)	<input type="checkbox"/> Wiring and first (1) kW Single-phase 16 Amp	€ 130.00			
	<input type="checkbox"/> Each additional kW	€ 40.00			
Description Unit (indicate with "V" the choice)		Cost x Unit	Quantity	Delivery Date (From/to)	Total Cost (Euro)
Furniture: (cost per day)	<input type="checkbox"/> Rectangular Table - 180x90 cm.	€ 5.00			
	<input type="checkbox"/> Rectangular Table - cm. 180x45	€ 5.00			
	<input type="checkbox"/> Square Table - cm 75x75	€ 5.00			
	<input type="checkbox"/> Tablecloth (beige color)	€ 5.00			
	<input type="checkbox"/> Banquet chair (red color).	€ 3.00			
Total Order Cost (Euro)					

Rate Information and Authorized Charges

Choose the Dedicated Staff you need for your booth, noting the quantities, dates required and total cost:

Description Unit (indicate with "V" the choice)		Cost x Unit	Quantity	Delivery Date (From/to)	Total Cost (Euro)
Vigilance service with no.1 attendant (minimum 4 hours per service)	<input type="checkbox"/> Cost per hour for 1 person (minimum 4 hours per service)	€45			
Porter service with no.1 staff (minimum 4 hours per service)	<input type="checkbox"/> Cost per hour for 1 person (minimum 4 hours per service)	€45			
Total Order Cost (Euro)					

Total Cost of Services Required per Booth (Euro)	
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Terms of Agreement (Mandatory)

The **Marriott Rome Park Hotel** agrees to provide the above services under the following conditions

- The **Rome Marriott Park Hotel** in order to consider the following order confirmed, please sign the following copy and respond no later than 30 days prior to the date from the start of the event. All the payment are non-refundable and non-transferable

ISPE CONGRESS 2024

- All quoted rates exclude 22% VAT. In case of change of these rates, due to increase in local taxes or percentages will be paid by the customer.
- In the event of a change in rate quotation due to an increase in fees or public taxes, the customer will have to pay the difference.
- The order cannot be passed to another company or another exhibitor.
- It is by mutual agreement between the parties that in the event of an increase in services required; the number of additional services will be added to the initial list of services required and subject to the same terms of agreement.
- An increase in the confirmed number of units must be put in writing to **the Rome Marriott Park Hotel** and will be subject to availability.
- The **Rome Marriott Park Hotel** requires one person as contact person to coordinate all correspondence for the duration of the event. Any additional requests/changes and/or cancellations will only be accepted in writing and through a designated person. In case the contact person may change during the course of the event it is required to an immediate written notification to the **Rome Marriott Park Hotel** making the change known.
- All transactions will be done in **Euros** using the exchange rate on the day of the transaction. For this reason the total on the receipt may be slightly different from that quoted at the beginning, this is due to fluctuations in the daily exchange rate.

Declaration (Mandatory)

I certify that all of the above information is complete and accurate. I authorize the **Rome Marriott Park Hotel** to set up on the **ISPE 2024** General Event Account - all payments as outlined in the "Fee Information and Authorized Charges" section which is an integral part of this form. I understand that a new form must be completed should we change the following services already outlined above.

Name
(Capital Letters)

Signature

Date:

Privacy: We respect all information provided by you. The information given will only be used so that we can process charges as previously authorized by you.

CATERING SERVICES

Rate Information and Authorized Charges

Choose the items you need for your booth, noting the quantities, dates required, and total cost:

Description Unit (indicate with "V" the choice)	Cost x Unit	Quantity	Delivery Date (From/to)	Total Cost (Euro)
Soft Drinks: <input type="checkbox"/> Pepsi (bottle 33cl x 24 pz)	102,50			

	<input type="checkbox"/> Pepsi Max (bottle 33cl x 24 pz)	102,50			
	<input type="checkbox"/> 7 Up (bottle 33cl x 24 pz)	102,50			
	<input type="checkbox"/> FANTA (bottle 33cl x 24 pz))	102,50			
Mineral Water:	<input type="checkbox"/> Still water lt. 0,33 x 24 pz – can	45,00			
	<input type="checkbox"/> Sparkling water lt. 0,33 x 24 pz - can	45,00			
Fruit Juice:	<input type="checkbox"/> Ananas Juice (brick lt.1)	20,00			
	<input type="checkbox"/> Orange Juice (brick lt.1)	20,00			
	<input type="checkbox"/> Grapefruit Juice (brick lt.1)	20,00			
Local Beer:	<input type="checkbox"/> Local Beer (bottle 33cl x 24 pz)	145,00			
	<input type="checkbox"/> Imported Beer (bottle 33cl x 24 pz)	160,00			
White Wine	<input type="checkbox"/> White Cadetto Lungarotti	35,00			
	<input type="checkbox"/> Chardnnay le contrade	45,00			
Red Wine:	<input type="checkbox"/> Red Cadetto Lungarotti	35,00			
	<input type="checkbox"/> Merlot bio E:Rota	45,00			
	<input type="checkbox"/> Yoga veggio mango mel zuc 200mlx12pcs	78,00			
	<input type="checkbox"/> Yoga centrifuged ginger and fruit 200mlx12pcs	78,00			
	<input type="checkbox"/> Yoga centrifuged turmeric and fruit 200mlx12pcs	78,00			
Food:	<input type="checkbox"/> taralli oil evo gr 40x60 pcs	148,00			
	<input type="checkbox"/> Chickpea chips (1X12 pcs 40gr)	96,00			
	<input type="checkbox"/> Lentil and rosemary chips (1X12 pcs 40gr)	96,00			
	<input type="checkbox"/> Vegetable chips (1X12 pcs 40gr)	96,00			
	<input type="checkbox"/> tortillas nature (450 gr)	24,00			
	<input type="checkbox"/> dried fruit mix (40 gr)x24pcs	105,00			
	<input type="checkbox"/> Tea Biscuits (1000gr)	40,00			
	<input type="checkbox"/> Mixed pastries mignon(1000gr)	55,00			
	<input type="checkbox"/> Cakes(1000gr) – caprese or almond cake	40,00			
	<input type="checkbox"/> Mixed stuffed croissants x 12	48,00			
	<input type="checkbox"/> Simple croissants x 12	36,00			
	<input type="checkbox"/> Focaccia 1000gr	24,00			
	<input type="checkbox"/> Parmigiano mito cheese 20 grx50 pcs (single dose)	136,00			
	<input type="checkbox"/> Grana Padano 1\8 flake shape (5kg)	350,00			
	<input type="checkbox"/> Venchi assorted chocolates	136,00			

	85%(1000gr) <input type="checkbox"/> Baratti assorted chocolates gr 500	72,00			
	<input type="checkbox"/> Assorted candies fruit tins(500gr)	40,00			
	<input type="checkbox"/> Caffarel gelee fruit candies(1000gr)	78,00			
	<input type="checkbox"/> Seasonal Fresh Fruit (1000gr)	Quotation upon request			
	<input type="checkbox"/> Coffee station Includes: Coffee machine: No. 100 (coffee servings) Pods Sugar sachets Plastic cups ,sticks	325,00			
	<input type="checkbox"/> Additional coffee pods (100 pcs.) DECA O GOLD	180,00			
	<input type="checkbox"/> Additional coffee pods (50 pcs.) BARLEY OR GINSENG	125,00			
	<input type="checkbox"/> Packed sugar (1kg.)	15,00			
	<input type="checkbox"/> Coffee cups (50pcs.)	20,00			
	<input type="checkbox"/> Coffee spoons (100pcs.)	20,00			
	<input type="checkbox"/> Single-use glasses 250 cl (100pcs)	20,00			
	<input type="checkbox"/> Napkins (50pcs.)	15,00			
	<input type="checkbox"/> Eco-friendly dishes (50pcs.)	30,00			
Dispenser :	<input type="checkbox"/> Ambient / cold temperature water dispenser	80,00			
	<input type="checkbox"/> Water refill lt. 18	30,00			
Dedicated staff - Waiter with no.1 attendant (minimum 4 hours per service):	Bartender minimum 4 hours (cost h)	55,00			
Total Order (Euro)					

Terms of Agreement (Mandatory)

The **Marriott Rome Park** Hotel agrees to provide the above services under the following conditions:

Rome Marriott Park Hotel | Via Colonnello Tommaso Masala 54, 00148 Rome, Italy
VALENTINA BRAIDO | HEAD OF M.I.C.E DEPARTMENT

RUSSOTTI GESTIONI HOTELS

M: +39.340.46.76.833 | v.braido@russottigh.com

ISPE CONGRESS 2024

- The **Rome Marriott Park Hotel** in order to consider the following order confirmed, please sign the following copy and respond no later than 30 days prior to the date from the start of the event.
- All payments are non-refundable and non-transferable.
- All quoted rates exclude 10% VAT for catering services (drinks and snacks), and exclude 22% VAT for Staff services (e.g., waiter). In case of change of these rates, due to increase in local taxes or percentages will be paid by the client.
- In the event of a change in rate quotation due to an increase in fees or public taxes, the customer will have to pay the difference.
- The order cannot be passed to another company or another exhibitor.
- It is by mutual agreement between the parties that in the event of an increase in services required; the number of additional services will be added to the initial list of services required and subject to the same terms of agreement
- **Please note that the availability of technical equipment (example: coffee machines) is limited, and subject to availability, and reconfirmation by the HOTEL**
- An increase in the confirmed number of units must be put in writing to the **Rome Marriott Park Hotel** and will be subject to availability.
- The **Rome Marriott Park Hotel** requires one person as contact person to coordinate all correspondence for the duration of the event. Any additional requests/changes and/or cancellations will only be accepted in writing and through a designated person. In case the contact person may change during the course of the event it is required to an immediate written notification to the **Rome Marriott Park Hotel** making the change known.
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Name
(Capital Letters)

Signature

Date:

Privacy: We respect all information provided by you. The information given will only be used so that we can process charges as previously authorized by you

ISPE Pharma 4.0
10-11 December 2024
Rome Marriott Park Hotel - Tiziano Foyer
Roma RM, Italy
Additional furniture & print services



Additional furniture:

On the following pages you will find a selection of furniture, please order by email to info@3adesign.eu not later than November 15°, 2024

For more personalised furniture, please do not hesitate to contact us, we are pleased to help. info@3adesign.eu

Print services:

On page 9 you can find the instructions for ordering stand panel prints. Please send Artwork in hi res files not later than November 15°, 2024 to info@3adesign.eu



Tables

A) dim. 65 x 130x h 72 white top with aluminium structure
€ 70/each + VAT22%

B) Bar/Coffee table round or square top in white or metal finish h 72/100
€ 65/each + VAT 22%

C) Low square table dim. 55 x 55xh 45
€ 20/each + VAT 22%

A



B



C



Desks

D) dim. 100 x 50x H 100
alluminium structure including
lockable sliding doors and
shelf

€ 180/each + VAT22%

Graphic print on front desk
dim. File mm 963 x h 920

€ 150/each + VAT 22%

E) Foldable desk dim 100x 50 x
h 100 wood white glossy finish

€ 190/each + VAT 22%

Graphic print on front desk
dim. File mm 950 x h 975

€ 150/each + VAT 22%

D



E



Chairs

F) Acrylic transparent chair
€ 30/each + VAT22%

G) Plastic chair, anthracite
€ 15/each + VAT 22%

H) Plastic chair, white
€ 18/each + VAT 22%

F



G



H



Arm Chairs

L) Corbusier style white eco leather
€ 135/each + VAT22%

M) White or black soft seater eco leather
€ 80/each + VAT 22%

N) Higher soft chair white eco leather
€ 65/each + VAT 22%

L



M



N



Bar stools

P) High bar stool, aluminium structure with black eco leather soft seat
€ 35/each + VAT22%

Q) White soft high seater
white eco leather
€ 65/each + VAT 22%

N) High soft bar stool white
eco leather
€ 45/each + VAT 22%

P



Q



R



Bar stool, Brochure holder, paper basket

S) High bar stool, aluminium structure with wood seat € 25/each + VAT 22%

T) Brochure holder with n. 3 holders A4 € 45/each + VAT 22%

U) Paper basket € 9/each + VAT 22%

S



T



U



Stand graphics

PM) Graphic print inserted
into stand structure dim.cm
96,3 x h 241,8
Vector file or hi res bitmap
minimum 200dpi real size
€ 250/each + VAT22%

Artwork to be send in hi res
pdf files by latest
November 15th, 2024

PM



Roller banners

R85) Roller banner dim. 85
x H 200
€ 125/each + VAT22%

R95) Roller banner dim.
100 x H 200
€ 145/each + VAT 22%

Artwork to be send in hi res
pdf files by latest
November 15th, 2024

R85



R95

