

30th

WORLD CONGRESS ON PARKINSON'S DISEASE AND RELATED DISORDERS

2025

NEW YORK CITY
7 - 10 May



Exhibitor Manual



Exhibitor Guidelines & Information

Exhibitors must present a copy of the booth design, including measurements, to the IAPRD by e-mail to info@iaprd2025.com by March 6, 2025 in order to obtain written approval and authorization

Exhibitor's Guidelines

It is the exhibitor's responsibility to comply with US laws and regulations, applicable Pharmaceutical Researchers & Manufacturers Association guidelines, Medical Device Manufacturers Association Revised Code of Conduct on Interactions with Healthcare Providers, and all other applicable codes, laws, and regulations.

Food and Beverage Distribution

- No alcoholic beverages may be served or distributed in the exhibit hall
- All items are limited to sample-size quantities using disposable containers and must be purchased through the hotel

Exhibit Booth Schedule	Hours
Tuesday, 6 May	Set up 18:00 - 23:00
Wednesday, 7 May	Set up 08:00 - 17:00 • 18:00 – 19:00 (<i>during the welcome reception</i>)
Thursday, 8 May	10:30 – 11:00 • 12:30 – 14:30 • 16:00 – 17:00
Friday, 9 May	08:00 – 09:00 • 10:30 – 11:00 • 12:30 – 14:30 • 16:00 - 17:00
Saturday, 10 May	Tear down - Begins at 12:30 pm

Exhibitors are responsible for staffing their booth during the exhibition hours.



Setup

All exhibits must be set up starting Tuesday, 6 May, between the hours of 18:00 and 23:00. The aisles must be cleared by 16:00 on Wednesday, 7 May, without exception.

Dismantling

All exhibit materials must be packed and ready for removal from the exhibit hall on Saturday, 10 May. Tear down begins at 12:30 pm.

Giveaways, Prizes, and Drawings

All giveaways, prizes, sponsored contests, and drawings are permitted if permission is received in advance from the IAPRD. They may not exceed the AMA, PhRMA and other Guidelines regarding gifts to physicians.

Security

Security services will be provided pre-/post- and during the congress. The IAPRD, the New York Marriott Brooklyn Bridge, and the official security company are not responsible for any loss or damage to exhibitor property.

Certificate of Insurance

The IAPRD does not provide liability or property damage insurance for exhibitors' property. Exhibitors will be responsible for adequately ensuring their indemnification liability and property damage risks and will be required to submit a certificate of insurance to the IAPRD. Externally-appointed contractors will also be required to submit a certificate of insurance to the IAPRD.

CIO Sample (PDF)



Electricity

Exhibitors must click on the form below to order electricity for their booths.

IMPORTANT: This order must be received by the hotel at least 10 days prior to the function date. **Return to Email:** sharon.moser@marriott.com

Electrical Request Form (PDF)

Equipment, Furniture & Accessory Rentals

The designated supplier for the IAPRD conference is AFR Trade Show Rentals. Exhibitors should click below to access all rental furniture and exhibit display accessories as well as the order form.

AFR Trade Show Rentals

TS Kit Catalog 2025 (PDF)

TS Kit Order Form 2025 (Microsoft Excel)

Audiovisual

Any audiovisual needs may be requested from Encore Global via their portal.

https://eventnow.encoreglobal.com/myevents/result/index/show_id/9f5b0a6d-42e3-ef11-8ee9-0022481fdb4c/

***NOTE: Any audio-visual equipment being brought into the hotel event spaces including but not limited to, (projectors, projector screens, monitors, handheld cameras, audio, etc..) fall into the non-compete laws of the HTC Union Local 1 as outside audio visual equipment. The main client or exhibitor who chooses to bring in their own audio visual will be subject to support union labor fees which will be charged to the master hotel account of the group or exhibitor. Please feel free to contact Adham Akel with Encore Global with any questions:**

Adham Akel/Sales Manager – adham.akel@encoreglobal.com -

M +1-347-330-4850



Shipping & Handling

Due to storage capabilities, please plan to have your packages shipped to the following address **no more than three business days prior to your arrival**.

Storage fees will be assessed if your group requires extensive storage space or if packages arrive more than three days prior to arrival/remain for more than three days following departure.

Please communicate the total number of boxes being shipped and any special delivery time/instructions to your Event Manager – Sharon Moser.

Please add the following to incoming shipments for proper delivery:

New York Marriott at the Brooklyn Bridge

333 Adams Street

Brooklyn, NY 11201

Congress Dates: 7-10 May 2025

Hotel Contact: Sharon Moser – Phone: 917-863-2159

Recipient Name

- Recipient Cell Number
- Recipient Company Name
- Booth Number
- Meeting Room
- # Boxes (ex. 1 of 5)

Shipping Label Example:




Return Address:	
TO: New York Marriott at the Brooklyn Bridge 333 Adams Street Brooklyn, New York 11201	
Hotel Contact: <u>Sharon Moser – Phone: 917-863-2159</u>	
Meeting Name: <u>IAPRD 2025–30th World Congress on Parkinson's Disease and Related Disorders</u>	
Meeting Date: <u>7-10 May 2025</u>	
Meeting Room: <u>Salons E-I</u> Booth Number: _____ Time packages should be in room: _____	
Sender's Full Name: _____	
Sender's Cell phone: _____	



Exhibit Hall Floor Plan



 Booths (4 m X 5 m)	 Booths (3 m X 3 m)	 Tabletops (1 m X 3 m)	 Industry Theatre
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