

ICPT 2022 EXHIBITOR GUIDELINES



Revision: A
Date: August 4, 2022

Location and Shipping Info

The ICPT2022 conference venue is located at:

Benson Hotel
309 SW Broadway
Portland, OR 97205

Direct Phone: +1.503.219.6713

Inbound shipments should be addressed as shown below.

Benson Hotel
Group Name: ICPT
309 SW Broadway
Portland, OR 97205

Guest Name: _____
Hold for ICPT Conference arrival date of Sept 26, 2022

Due to space limitations at the venue, please plan to have shipments arrive no earlier than Friday, Sept 23, 2022. Keep a record of the shipping company and tracking #'s to provide to venue coordinator if needed.

Note: Receiving Hours of Operation: M-F 8:00 am – 4:00 pm / S-S 8:00 AM – noon

Return shipments after the conference must be prepared and paid by the client. Return address labels should include the following information along with the return address:

Hotel Guest Name: _____
Contact Phone Number: _____ (preferably mobile phone)
Group Name: ICPT

Timing

Exhibitor move-in and setup: Monday, September 26, Noon – 8:00pm
Exhibition hours: Tuesday, September 27, 8am – 4:45pm and
Wednesday, September 28, 8am – 4:45pm
Exhibitor move-out: Wednesday, September 28, 4:45pm – 10pm

Note that a locked storage room will be available near the exhibit space for limited storage of boxes and supplies.

Other Exhibitor Details

- **Technical presentations will in be the Mayfair ballroom. Exhibitor tables will be in the nearby London Grill area and all morning/afternoon breaks will have food and beverage service in the London Grill area to encourage attendees to interact with exhibitors.**
- **Each exhibitor table will be 6 ft length by 30 in depth and will have a black cover and skirting provided by the venue. Each exhibitor table will also be provided with up to two chairs. We ask that the number of exhibitor staff at the table be kept to 2 whenever possible, and a maximum of 3 at any one time.**
- **Exhibitors are requested to avoid large banners or floor displays in front of or alongside the exhibit tables. Some tables may allow for thin pop-up style banners behind the table or just to one side, so please ask if this is something you wish to bring. Floor space is limited and foot traffic must be able to flow through the exhibit space smoothly to get to/from the planned food service areas during breaks.**
- **Electrical outlets will be available near some but not all tables. Please advise the ICPT planning team ASAP if you will need electrical power at your table. Note: All electrical wiring and apparatus must be of 110VAC 3-wire type and UL approved.**
- **Any materials brought in by an exhibitor must be flame-retardant or rendered so, satisfactory to Fire Department representatives if inspected.**
- **ICPT is not responsible for and shall not be liable for any loss or damage to any exhibitor materials utilized for this event.**

For any questions, please call the venue at +1.503.219.6713 and ask for event sales.