



STATE OF
THE MAP
Brussels Belgium 2016

Dear Exhibitor,

We are excited to welcome you to State of the Map 2016 in Brussels, Belgium, on September 23-25. To help you prepare for this event, we wanted to provide you with some important practical and logistical information.

Conference registration

Please note that **everyone in your party needs to be registered for the conference**. If you have not already done so, please complete the registration form **as soon as possible**:

<https://join.osmfoundation.org/state-of-the-map-2016/>

Contact information

Before and after conference	Email sponsors@stateofthemap.org
During conference	Ask for Ben Abelshausen

Key dates and times

The days of the main conference are emphasized in the table below. For the full conference program, please see the booklet you receive upon on-site registration, or the [online program](#).

On Friday (23rd) and Saturday (24th) we will have a series of 30 minute presentations, whilst Sunday (25th) will comprise a series of 75 minute workshops. Booths can be set-up on all three days or a combination of them.

September 18	Deadline for email delivery of slides (shown in a rolling presentation during breaks; 2 slides for Gold sponsors, 1 slide for Silver sponsors)
September 21	Deadline for delivery of booth materials
September 23 at 6:30	Doors open for exhibitors, start booth setup
September 23 at 8:00	Doors open for general public, 1 hour before first presentation
September 23 at 17:40	End of day 1
September 24 at 8:00	Doors open

September 24 at 17:30	End of day 2
September 25 at 8:00	Doors open
September 25 at 17:30	End of conference.
September 25 at 18:00	Booths must be cleaned out and everything packed up.

Shipping

You may ship booth materials to the following address. All materials need to be clearly labeled with 'State of the map, Ben Abelshausen,' (do not shorten to 'SotM') and your company name must be visible somewhere on the package. Please see the *Key dates and times* section for the receiving deadline. Please notify sponsors@stateofthemap.org if you ship anything to this address so we can make sure it is dealt with! Your materials will be ready to pick up on site when the doors open for exhibitors.

State of the map, Ben Abelshausen, 0032486415252
 Receptiedienst/Centraal Magazijn
 Pleinlaan 2
 1050 Elsene
 Belgium

You are responsible for **return shipping**. Please bring the appropriate shipping labels and ensure that all materials are ready to ship before you leave the venue after the conference ends. See the *Key dates and times* section for the pickup deadline.

Internet

The entire conference space is supplied with wi-fi internet. Log-on credentials will be made available at the event.

OpenStreetMap trademark

Please note that the marks 'OpenStreetMap' and the OpenStreetMap logo are registered trademarks. Please keep that in mind when designing any materials you intend to show and distribute at the event. If in doubt, please ask us.

Booth

If your sponsor package includes a booth space, please note the following directions and specifications.

Your exhibitor space will be outfitted with the following:

- Two 140x100cm (approximately 4 ft 7 in x 3 ft 3½ in) tables
- 2 chairs
- One european standard power outlet (plug type C/E, 230V, 50Hz)
- Wireless internet

The exhibitor tables will be placed close together, so anything you install should fit on or behind the table.

Please,

- Do not engage in direct product sales.
- Do not to play loud music or otherwise produce loud sound.
- Do not attach materials to walls or other structural elements.
- Be considerate with internet usage, the bandwidth is shared between all attendees.
- Follow any directions from the on-site conference staff.
- Do not leave valuables at the booth when it is unmanned.

Hire companies

Unfortunately our venue has a limited number of items that it can make available for hire. We have therefore identified a number of companies who are able to provide a range of equipment for hire, including LCD screens. These are:

- AV Concept - <http://www.avconcept.be/Default.aspx>
- STAKE5 - <http://www.stake5.be/verhuur?locale=en>
- OneTech - http://www.onetec.eu/computer_rental.html

Slides

If your sponsor package includes promotional slides to show during breaks, please deliver these by emailing them as an attachment by the deadline listed under 'Key dates and times'. The following applies:

- Powerpoint or PDF format
- No moving / video elements
- No sound or transitions

Dress code

State of the Map is a very casual conference. Casual or Business Casual dress is appropriate.

Code of conduct

State of the Map is dedicated to providing a safe conference experience for everyone and we do not tolerate harassment of conference participants in any form. Please take note of our code of conduct on the conference website: <http://2016.stateofthemap.org/codeofconduct/>

We look forward to meeting you in Brussels!

Ben Abelshausen
Tel: +32 486415252