- Exhibitor Manual –

Venue: Ministry of Foreign Affairs
Venue Location
Manuel Belgrano Auditorium
Foreign Affairs and Worship Ministry
Esmeralda 1212 (and Arenales)
Ground Floor
1007 ABR – Ciudad Autónoma de
Buenos Aires
República Argentina

Key dates and times
The conference will run September 29 – October 1st. 2014.

- Sunday September 28 the opening will take place at the Biblioteca Nacional (National Library of Argentina), where no exhibition tables are available.

- The Exhibit Hall will be available September 29 at 8:35 a.m. to October 1st at 1:00 p.m.

- Deadline for graphics and text for conference programme is September 1st.

- Exhibits and materials delivered to Foreign Affairs and Worship Ministry: September 10th.

- Set up: Monday, September 29th at 8:35 a.m. to 9:00 a.m.

- Tear Down Wednesday, October 1st, after sessions ending at 1:00 p.m.

Since this is a government agency, the requirements for building access may delay the admission. Keep this in mind when calculating entry times.

Day 1: Monday, September 29th

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
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<tbody>
<tr>
<td>08:30</td>
<td>Building doors open</td>
</tr>
<tr>
<td>08:35</td>
<td>Set up</td>
</tr>
</tbody>
</table>
**Day 2: Tuesday, September 30th**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:30</td>
<td>Building doors open</td>
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<tr>
<td>08:35</td>
<td>Set up</td>
</tr>
<tr>
<td>09:00</td>
<td>Exhibits open</td>
</tr>
<tr>
<td>10:00</td>
<td>Program commences</td>
</tr>
<tr>
<td>11:15-11:45</td>
<td>Refreshment break</td>
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<tr>
<td>13:00-15:00</td>
<td>Lunch break</td>
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<tr>
<td>15:00</td>
<td>Delegates depart for visits</td>
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</tbody>
</table>

**Exhibits**

- Exhibits will be located in entrance hall that gives access to *Manuel Belgrano Auditorium*, where program sessions are going to be held. The Exhibit Hall will be open throughout the conference.

- Exhibits are table-top.

- Tables are 1,20/1.40 mts x 70 cm.; with skirt.

- 2 chairs will be provided.
- Exhibitors to provide own signage.

- Power access: there is limited power inside the hall; please notify us if you will need power for your exhibit and bring your own extension cords.

- Internet access: Wi-Fi for the conference is being provided for attendees and exhibitors; we cannot guarantee full access throughout.

Shipped items and deliveries

- Shipped goods will be accepted no later than 4 (four) business days before September 20th.

- Goods are to be clearly labeled with contact information. Deliveries should be made to the Foreign Affairs Ministry. National Foreign Service Institute. ISEN-MREC LIBRARY Ship to:

  Attn: Analía Trouvé
  Principal Librarian
  Esmeralda 1212 Sector “C” Entrepiso
  1007 Ciudad Autónoma de Buenos Aires
  República Argentina

  ATTENTION.
  Due the customs restrictions in Argentina, take into account that The Local Planning Committee cannot take care of removing materials at the customs office and that any necessary diligence should be conducted by each vendor or sponsor.

Set up
Monday, September 29th – 08:35 – 09:00. Foreign Ministry Staff will be on site to assist with the set up.

Tear down
Wednesday, October 1st, after sessions end at 13:00.

Please, bring your own packing materials, shipping slips, etc. to ship back; there is no business service on site to assist you with shipping that you may be used to at other properties.
Registration
Once you have expressed interest in exhibiting or sponsorship, we will provide you with a link to the registration form. Please fill it out so we have record of your staff members who will be on site.

Parking
Parking at the Foreign Ministry facilities will be only available for loading and unloading. Please, contact us if you have parking needs, we will try to help you to find the right solution.

Contact
For IALL 2014 local arrangements, contact:
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Tel. +54 11 4819 8144 / 8145