



## Information for Exhibitors and Sponsors

### Venue

The ICASSP 2014 CONFERENCE will take place in the Fortezza da Basso/Florence Exhibition and Conference Center:

**Fortezza da Basso** – Viale Filippo Strozzi, 1 - 50129 Florence (Italy)

website: <http://www.firenzefiera.it/it/strutture-congressi-firenze/fortezza-da-basso>



## Entrance

Porta Faenza is the reserved *pedestrian* entrance to ICASSP 2014. If exhibitors/sponsors drive their vehicles to deliver/collect materials, the *vehicle entrance* is Porta Santa Maria Novella. Please move your car as soon as the goods are unloaded. To find the most suitable car parking for your needs, visit the websites [www.firenzeparcheggi.it/](http://www.firenzeparcheggi.it/) and <http://www.firenzefiera.it/en/florence-useful-information/parking-areas>

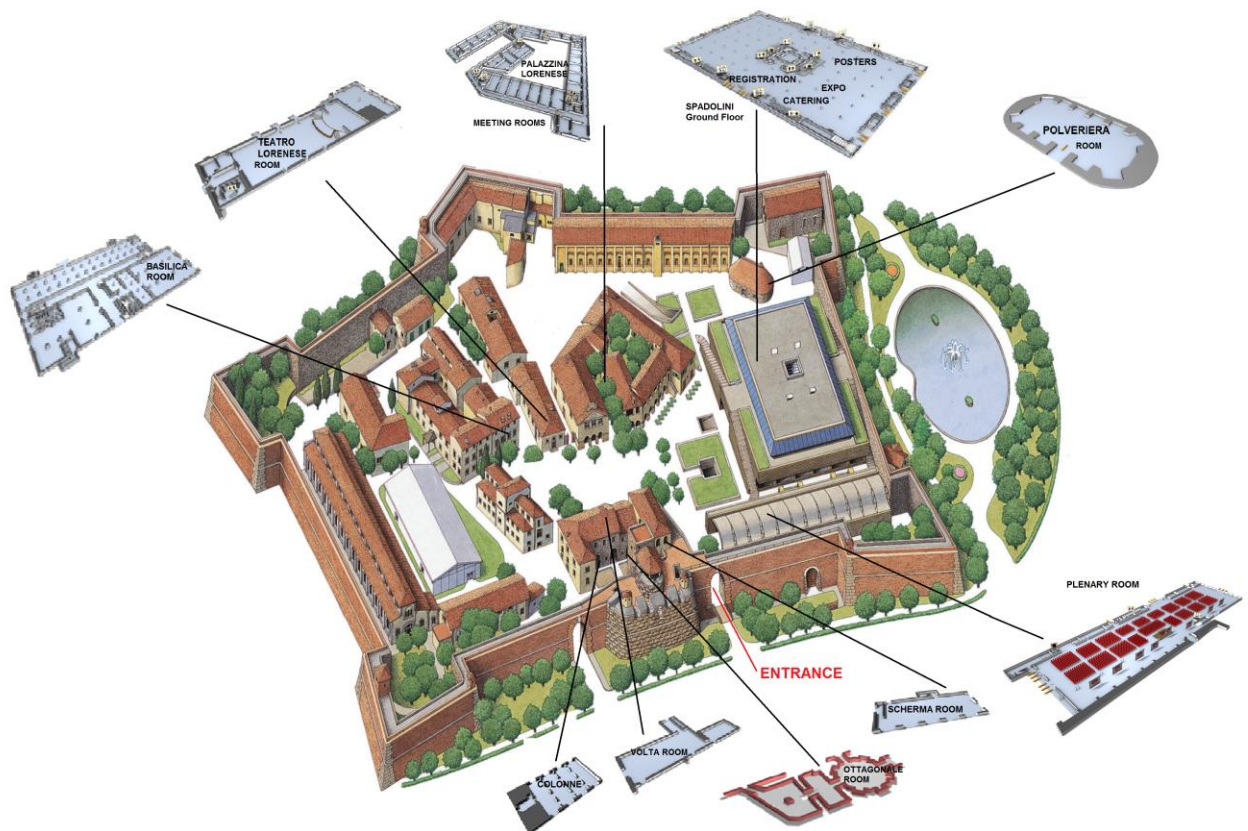
**Car Park Fortezza Fiera:** Fortezza da Basso, Piazzale Caduti nei Lager, 50129 Firenze  
**Tel./Fax:** +39 055.50302209 / +39 055.50302219  
**Parking rate:** € 1.60/h, € 20.00/day, € 70.00/week

## Exhibition space

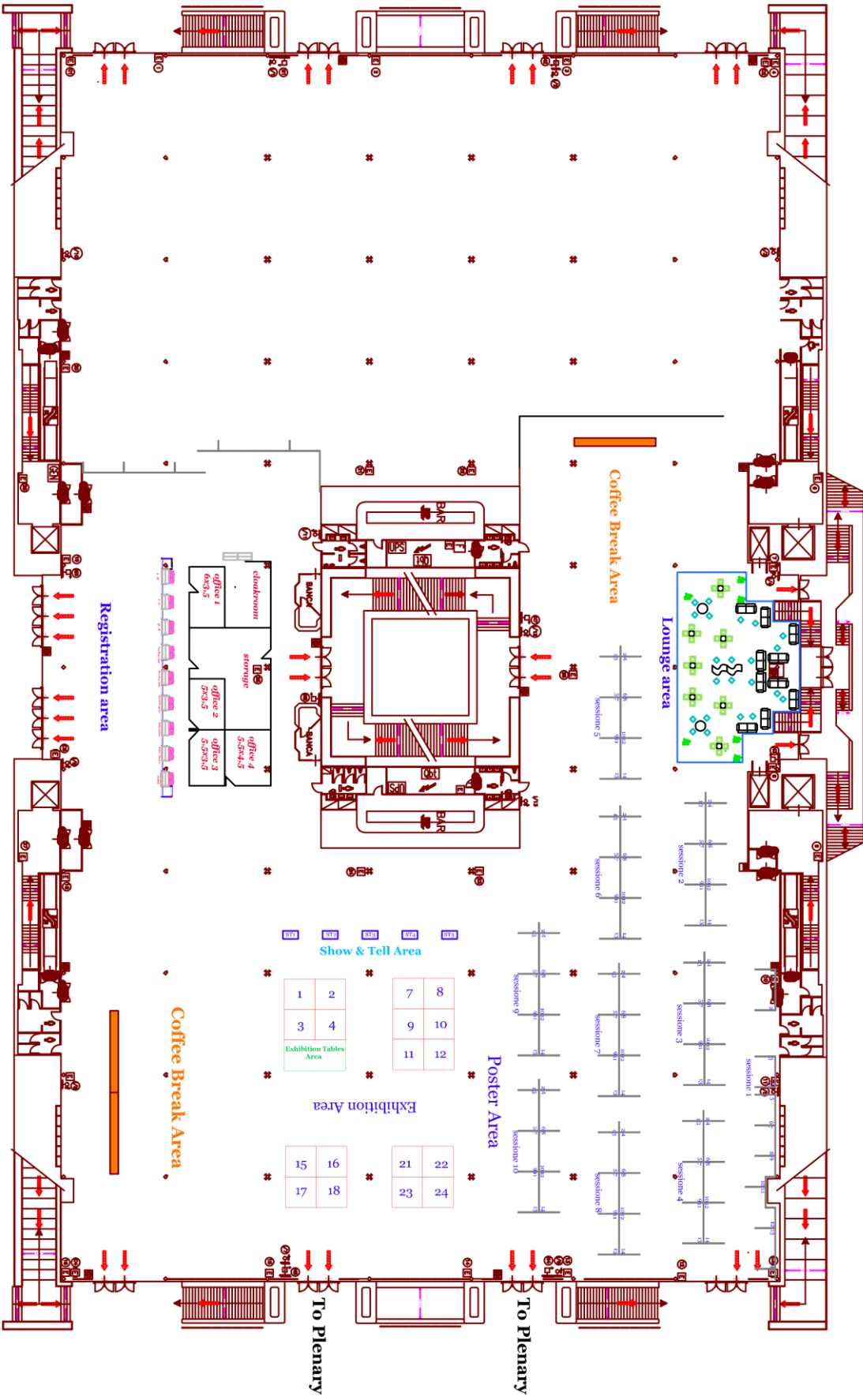
Exhibition stands will be located in the main foyer (Spadolini Hall, see map on the next page) of the Conference Area, ensuring maximum interaction with conference delegates. The exhibition area offers a flexible stand conception and is located in front of the plenary hall, with nearby catering stations where coffee points will be served.

Each exhibition space includes cleaning of general surfaces, and admittance to a limited number of sale representatives per booth, *provided* that they wear conference identification badges (badges can be pre-ordered through the Organizing Secretariat). The identification badge will allow for:

- access to the exhibition areas *only*;
- participation to the Welcome Reception, and to coffee breaks, as indicated in the program.



# PADIGLIONE SPADOLINI Ground floor





### **Exhibition schedule** (All times may be subject to change)

The exhibition will start on Tuesday, May 6 (morning), and end on Friday, May 9 (evening).

*Set-up of exhibitors display materials and registration for exhibitors:*

Monday, May 5                      13:00 – 18:00

*Opening times:*

Tuesday, May 6                      08:30 – 18.30

Wednesday, May 7                      08:30 – 18:30

Thursday, May 8                      08.30 – 18.30

Friday, May 9                      08.30 – 18.00

*Dismantling:*

Saturday, May 10                      08:30 onwards until 17:00

*Note:* Exhibitors should be on hand to supervise during set-up and dismantling operations.

### **Exhibit booth specifications**

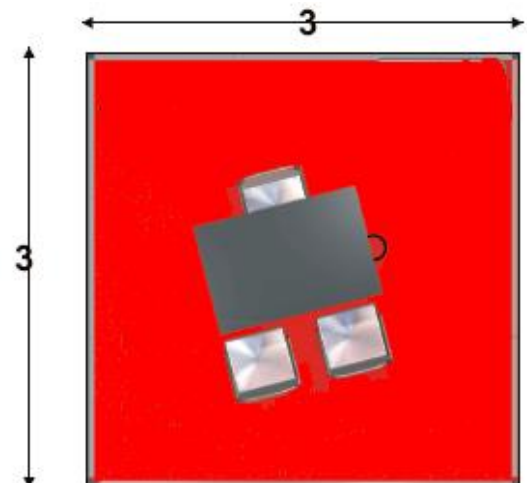
ICASSP 2014 makes available to exhibitors a basic stand (3x3 meters), with:

- a carpet
- Walls: panels 100 (width) x 250 (height) cm (color: light grey)
- 1 rectangular table (color: anthracite)
- 3 folding chair (color: grey metal)
- 1 company identification sign (*name only, no logo*)
- 1 aluminium crossbeam
- 1 wastebasket
- 1 coat rack
- 1 multi socket box (1500 W)
- 2 spot lights

Other services, furniture and walls can be requested at additional costs and the area may be completely tailored to ensure the best presentation of your products and services.

For a customized offer or to rent decorations/furniture (see [Furniture Tariff List 2014](#)) please contact [gstiavetti@dgmp.it](mailto:gstiavetti@dgmp.it)

Please find the moulding clay necessary to attach posters to the exhibit back wall panels at the *secretariat desk*. Please do *not* use double stick tape or pins.



## ***Shipping instructions***

Materials should be delivered between *Sunday 4 and Monday 5 (morning)*.

Delivery address: **Conference ICASSP, 4/9 MAGGIO 2014**  
 c/o Fortezza da Basso  
 Viale Strozzi 1  
 50129 FIRENZE (Italy)  
 To the attention of:  
 DGMP SECRETARIAT "SPADOLINI HALL"– MS. GRACIELA STIAVETTI

Please label each box specifying the title and dates of the conference and the following words "materials for ICASSP 2014 exhibition booth no. X" (where X is your booth number) and/or "materials for ICASSP 2014 to be inserted in the conference bag" and/or specify other reasons.

In case you need to send the material **before**, please get in touch with **Merkur Expo Logistics GmbH**, appointed as official forwarder and customs clearance agent for ICASSP. Please carefully read the [shipping instructions](#) (additional material: [order form sheet](#) and [shipping labeling](#)).

## ***Meeting rooms at the conference venue***

There are a limited number of conference rooms within the Conference Center. If you require a room for a special meeting please contact the local organizing secretariat ([info@icassp2014.org](mailto:info@icassp2014.org) or [gstiavetti@dgmp.it](mailto:gstiavetti@dgmp.it)).

## ***Conference secretariat***

The ICASSP2014 Organizing Committee has entrusted DGMP with the general logistics and organization of the 2014 IEEE International Conference on Acoustics, Speech, and Signal Processing (ICASSP) that will be held in Florence, Italy, from May 4 to 9. All correspondence pertaining to the Exhibition and sponsoring should be addressed to:



### **DGMP srl**

Address: Via A. Gozzini, 4 – 56121 Pisa (ITALY)  
 Tel.: +39 050 989310  
 Fax: +39 050 981264  
 Email: [info@icassp2014.org](mailto:info@icassp2014.org), [gstiavetti@dgmp.it](mailto:gstiavetti@dgmp.it)

### **Contact**

Mrs. Graciela Stiavetti  
 Tel.: +39.050.989310  
 Cell.: +39 348 9013773  
 Email: [gstiavetti@dgmp.it](mailto:gstiavetti@dgmp.it)

DGMP will be your contact for the following services or other you may need:

- Registrations
- Hotel reservations
- Transfers

- Group dinners

## **IMPORTANT INFORMATION**

Please read carefully the [Technical Safety Regulations](#). It is **compulsory** to fill in the [safety forms and compliance with regulations](#) and send them back to: [sormanni@firenzefiera.it](mailto:sormanni@firenzefiera.it) or to the fax +39 055 490573

### **Insurance**

The Organizer has:

- public liability insurance which covers all injuries to persons during the event;
- liability to any movable property used by the organizer of the event, which will be damaged or lost during the event;
- responsibility of the organizer to the owner of the venue.

Nevertheless, you are kindly asked to acquire sufficient insurance as exhibitor. We also recommend that you have additional coverage against loss or damage to exhibition materials during transport and during the exhibition itself. Please make arrangements for insurance coverage through your company's insurer.

### **Observance of Statutory / Rules and Regulations**

With respect to the use of the agreed exhibit space, the content of a meeting, the advertising activities as well as the general admissibility of the activities which the Sponsoring / Exhibiting Company plans to perform at the Conference, the Sponsoring / Exhibiting Company acknowledges that it shall be solely responsible for the observance of all statutory rules and regulations applicable to the jurisdiction in which the Conference venue is located.

The Sponsoring / Exhibiting Company is obliged not to conduct any social or other activity within the official conference hours, which would take people away from the conference venue.

