IPSA ⊕ AISP
29TH WORLD CONGRESS OF POLITICAL SCIENCE

INFORMATION

- The bid must include official quotations from 2 to 3 local exhibition services companies with details for each item, with the stamp and the signature of a senior manager.
- All prices must be in $USD currency.
- All prices must include all taxes and all fees.
- If a conference/congress centre is being recommended, bids must indicate if there is an in-house contractor and any limitations to IPSA hiring an external company.
- If you don't match **ALL** the criteria below, **please DO NOT send a proposal.**

RFP Release date:	**4 December 2023**
Response due date:	**1 March 2024**

GENERAL SPECIFICATIONS

- Graphic design of the floor plan
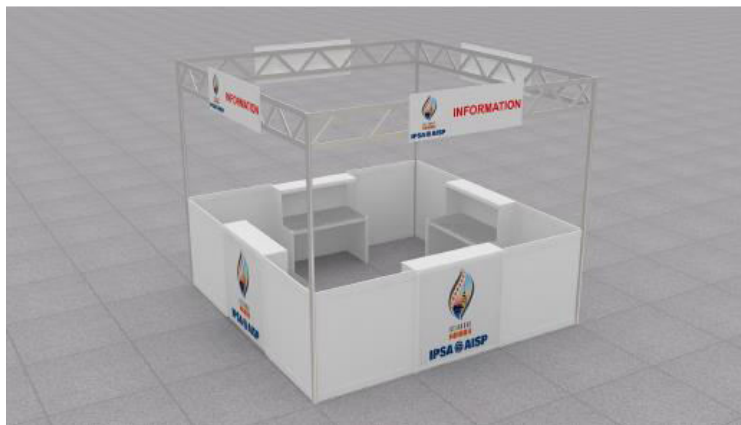- Installation and dismantle included in rental fee

REQUIRED INSTALLATIONS

- Information desk with ID sign
- 8 registration counters (2m) with ID signs
- 25 exhibition booths with ID sign
- 10 exhibition tables with ID sign
- Internet café with 10 stations with ID sign

Information Desk

- Square (or round) info booth
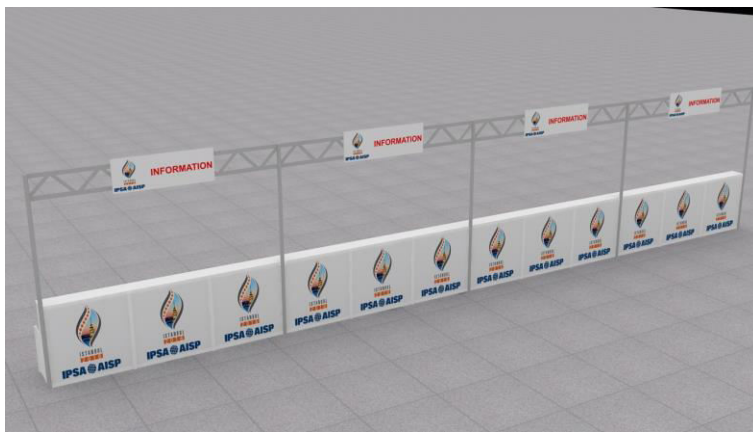- Information booth sign on top
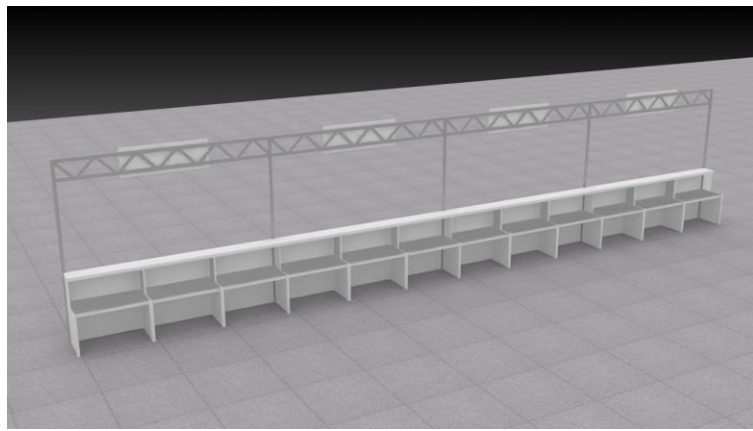- 4-6 stools
- 1 electrical outlet

Registration Desks

- 8 registration counters (2m) with ID Signs
- Printing on the bottom counter (optional)
- Printing on top
- 2 stools per booth
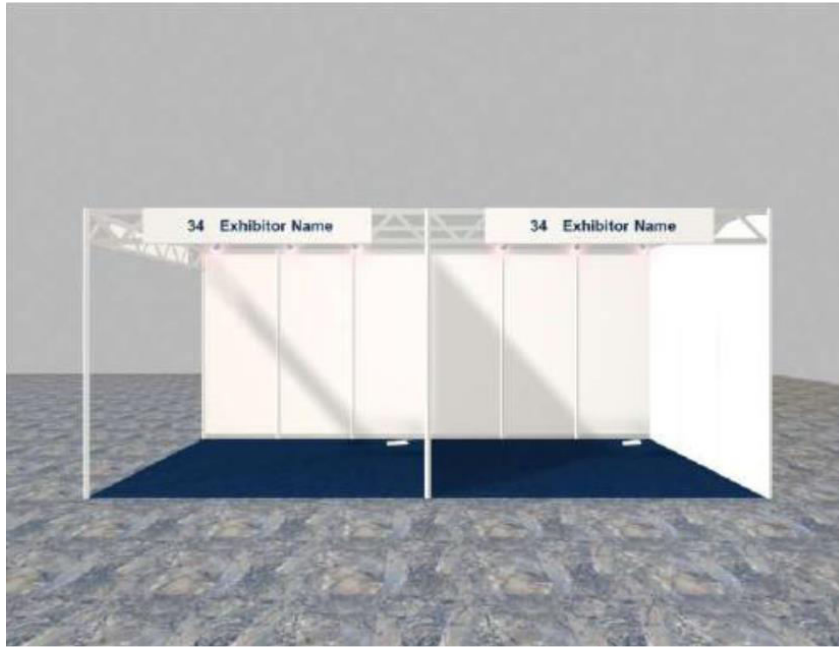- 1 electrical outlet per booth

Front

Back

Exhibition Booths
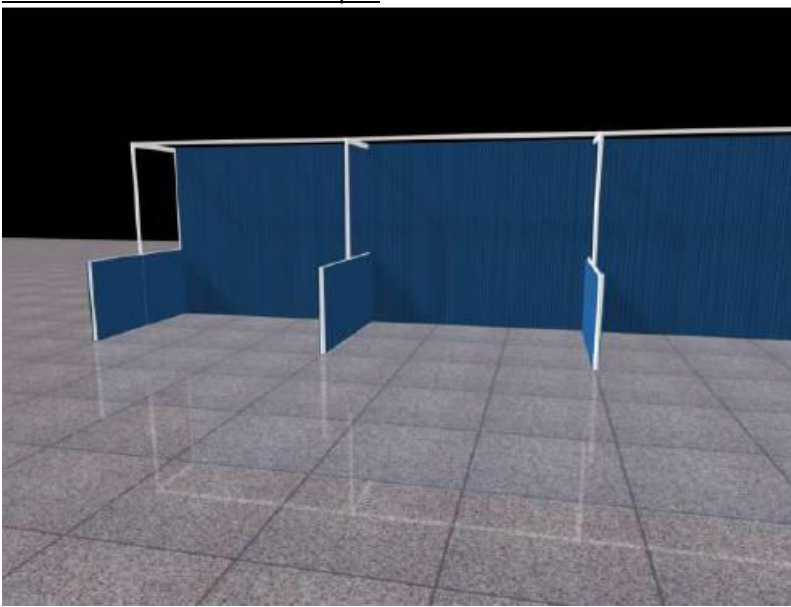
- 1 table (2m) covered with tablecloth
- 2 chairs
- 3m x 3m backdrop (panels or drapes)
- 3m x 1m side separators (panels or drapes)
- 1 ID sign (name sign)
- 1 waste basket
- 2 electrical outlets

Exhibition Booths – with panels

Exhibition Booths – with drapes

Exhibition Table

- 1 table (2m) covered with tablecloth
- 2 chairs
- 1 ID sign (name sign)
- 1 waste basket
- 1 electrical outlet

Information Panel & banner

- Structure with 4 panels of information to be displayed by registration area
- One large Congress banner