

# IPEM EXHIBITOR GUIDELINES

GPs (General Partners), Asset Managers, Placement Agents

## BOOKING PLATFORM

### RULES OF THE GAME

- 1 |** Boardrooms, meeting suites, booths, or rooms (also referred to throughout this document as “Meeting Spaces”) will only be attributed by companies that have placed their order through the online platform.
- 2 |** Meeting Spaces will be attributed to companies on a first come, first served basis, reflecting the order in which the bookings through the online platform have been received.
- 3 |** Orders placed through the platform are not final and subject to availability. Your order is finalized once you have received an invoice confirming your participation.
- 4 |** Once confirmed your spot may not be traded with another firm.
- 5 |** Due to a limited number of booths in the tent, triple modules and double modules are subject to availability.
- 6 |** In the interest of having an international and diverse exhibition floor, a quota per region will be implemented. This could affect booth availability.

### HOW TO BOOK

#### STEP 1

Connect to the online booking platform **on March 27th at 3PM CET**. That’s when our online booking platform will open for IPEM Paris 2023.

- Platform link: <https://www.ipem-market.com/paris-2023-book-your-meeting-booth/>
- This platform is for the use of GPs, Asset Managers and Placement Agents only.

## **STEP 2**

Select the meeting spaces and pass packages for IPEM Paris 2023 (product catalog here: [https://www.ipem-market.com/wp-content/uploads/IPEM\\_Paris2023\\_Product-Catalog.pdf](https://www.ipem-market.com/wp-content/uploads/IPEM_Paris2023_Product-Catalog.pdf))

If you need a customized proposal, feel free to select the closest package available and contact your sales representative.

- ➔ Keep in mind that orders are subject to availability. If the option you selected is no longer available, your IPEM contact will reach out with a similar proposal.
- ➔ All passes are additional to the meeting space selected.

## **STEP 3**

If you would be interested in a bundle with your IPEM Paris 2023 participation and IPEM Cannes 2024, select “yes” on the questions on the form. If you choose to book both events, you will have a special bundle price with 20% off booths, meeting rooms, and meeting suites.

- ➔ This must be stated through the booking platform and will not be available at a later date.
- ➔ If you select yes, you will be contacted by your IPEM account manager to define your IPEM Cannes 2024 package.
- ➔ You will be automatically placed on the priority list of IPEM Cannes 2024 to choose your booth location on May 2023
- ➔ Each invoice (both IPEM Paris 2023 and IPEM Cannes 2024) must be fully paid before July 2023.

## **STEP 4**

Participants of IPEM Cannes 2023 automatically receive 10% off their meeting space. This does not apply to passes. Please note that the bundle is not additional to the IPEM Cannes 2023 discount.

- ➔ This will be verified.

## **STEP 5**

Once you have finished placing the order, someone from the IPEM team will send you the invoice with the confirmation of your package. If your package options are no longer available, you will be contacted with other viable options.

## **STEP 6**

Once your participation is confirmed, you will be contacted to select your meeting space. Booth locations are chosen on a first come, first served basis. Morgane Sekfali, from our logistics department, will start contacting exhibitors on April 12<sup>th</sup>, in order that the bookings have been received.

Once you receive the email requesting your top 5 booth locations in order of priority, you will have 2 business days to respond.

Any exhibitor that doesn't respond within their 48-hour deadline will be placed at the top of the next bracket to be assigned.

## **THANK YOU!**

Thank you for following us on this journey! We are trying to create the most efficient, fair, and transparent way of organizing and participating at IPEM. Everyone is an important player at IPEM, therefore we are grateful for your involvement and commitment. On our end, we promise to make this process as smooth and easy as possible. See you in Paris!