

Jena ——— Berlin

# IPS 2024

## United Under the Sky

17. March 2024

### Welcome

### United Under the Sky in 2024

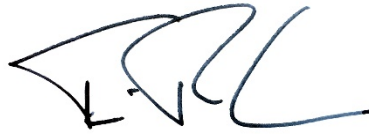
The Zeiss-Planetarium Jena and the Stiftung Planetarium Berlin will be hosting the long anticipated IPS 2024 Conference from July 18-25, 2024. This conference is pivotal for our community, not just because it will be the first time we are all together since 2018, but also because it is the centennial of the projection planetarium. Such an event is not possible without *you* – the innovators of our field!

We cordially invite you to join us in illuminating the future of the planetarium community at our upcoming conference. IPS 2024 is THE premier event of the centennial and 2024, and we want it to be as big and impactful as possible. By sponsoring this event, you will not only showcase your commitment to advancing planetariums, science, technology, education and the arts, but also gain invaluable exposure to a large, dedicated audience of professionals from all over the world. Your support will help us reach for the stars together. Let's create a stellar experience together for IPS 2024, where we will once again be united under the sky!

Cosmic Greetings,



Stefan Harnisch  
Director, Zeiss-Planetarium Jena



Tim F. Horn  
President, Stiftung Planetarium Berlin

# IPS 2024

## United Under the Sky

### Conference Theme

Co-hosted by the Zeiss-Planetarium Jena and the Stiftung Planetarium Berlin.

As the planetarium community celebrates the Centennial of the Planetarium from 2023-2025, we are proud to host the IPS 2024 conference in historically relevant locations in Germany. Jena is the birthplace of the projection planetarium and location of the oldest continuously operating large planetarium, while Berlin has a unique history giving the city three planetariums, two observatories and two mobile domes. The theme "United Under the Sky" recognizes IPS's commitment to international cooperation and promotion of scientific knowledge, exemplified by the joint efforts of this year's co-hosts.

Planetariums have transformed into palaces of wonder, knowledge, and even entertainment over the last 100 years. They are a place where everyone is welcome to marvel at the sky and our universe (and even other subjects like the human body and aquatic life). It does not matter who you are, where you are from, what you look like, and what you believe; the sky belongs to everyone.

The sky is what brings us together, but United Under the Sky also has another meaning for us here in Berlin and Germany. 2024 will also be the 35th anniversary of the fall of the Berlin Wall. For 40 years, Berlin was a divided city. Jena, and its beloved export, planetaria, became divided between East and West too. It did not matter, however, if you were in East Germany or the West Germany; the beautiful sky was still something that could be shared. During the IPS 2024 Conference, it is our goal to enable participants to explore new and different ways to work together. We want everyone in our community to be able to branch out and make new connections around the world to create the best programs for our planetarium visitors.

### Paper Sessions

Many of the people employed by companies that choose to sponsor IPS conferences have worked in planetariums themselves. We recognize that you have valuable experience and expertise to share and encourage sponsors to participate in or even present paper sessions. Please be aware that paper sessions are not intended for advertising.

### Conference Location and Schedule

The IPS 2024 conference will offer an engaging mix of activities for both delegates and sponsors. Beginning with pre-conference tours, the Fulldome Festival Showcase and IMERSA workshops in Jena, followed by a LIPS workshop in Berlin, the sponsor hall will open on the evening of Sunday, July 21 with the keynote speaker and welcome reception at the Arena Berlin.

Built in 1927 as one of the largest freestanding halls in Europe, the Arena was originally used for servicing Berlin's public buses. After the reunification of Germany, the hall was repurposed for hosting cultural events in the mid-1990s. It was thoroughly renovated in 2000 and remains one of Berlin's most popular event locations and is registered as a historically protected building.

As the primary location for IPS 2024, the Arena Berlin provides local flavor to the event. Most presentations and workshops will be held here, benefiting both delegates and sponsors. Rooms for workshops are located around the Arena's central hall and in the Glass House, an adjacent building. The arrangement will provide extensive interaction between delegates and sponsors as participants

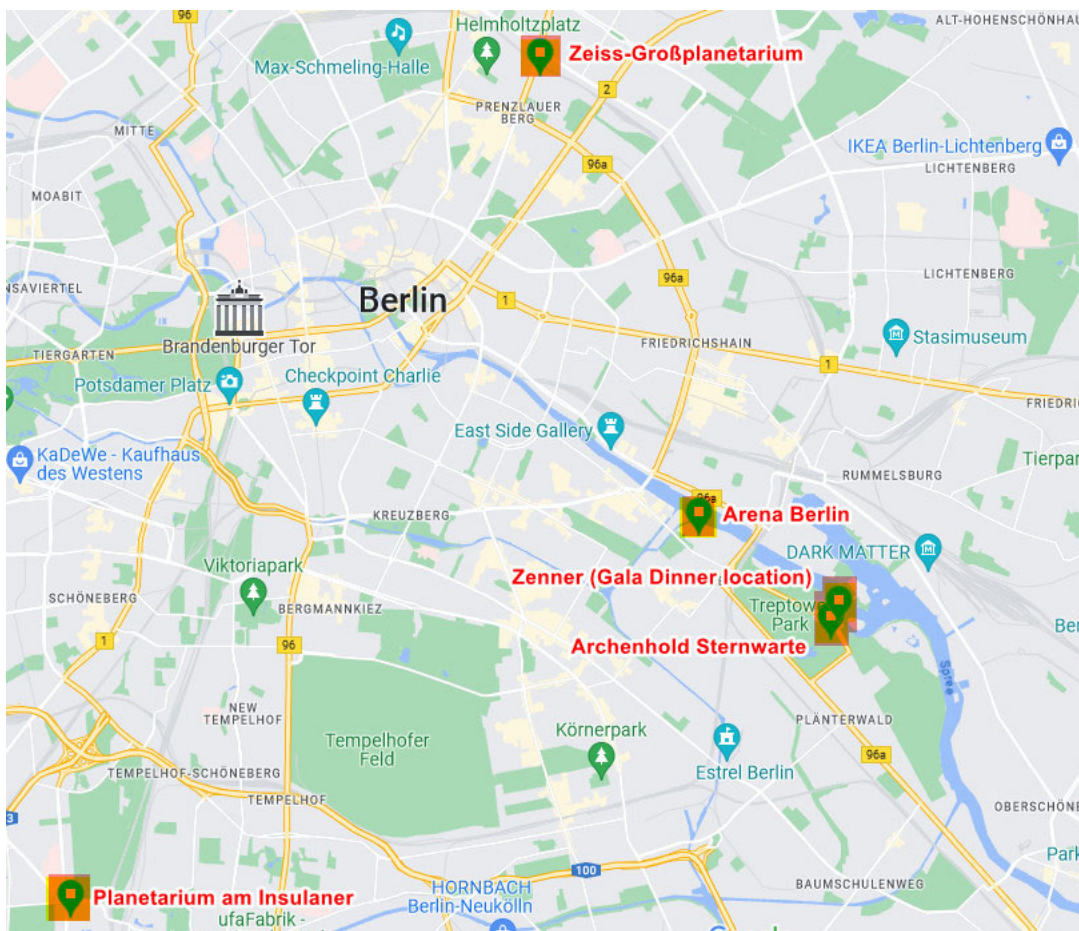
# IPS 2024

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cross the hall between presentations and enjoy coffee and lunch breaks in and around the space. There are additional spaces available to sponsors in the Arena for booking private meetings (no cost to use private meeting spaces).

The secondary location is the Zeiss-Großplanetarium, the largest of Berlin's three planetariums. The Zeiss-Großplanetarium will be used on the mornings of Monday and Tuesday for sponsor presentations. Two social events – telescope viewing and a Gala Dinner after party – will be held at the Archenhold-Sternwarte (Archenhold Observatory) in nearby Treptower Park. The Planetarium am Insulaner is the planned location for a "constellation shootout" on Tuesday evening of the conference.

Presentations by sponsors are planned for Monday through Wednesday. Delegates will be assigned to groups to allow all delegates to see all sponsor presentations without conflicting with paper sessions or workshops. The exception is the producer showcase being held in the 12m dome in the Arena. The producer showcase will provide over 10 hours of presentation time parallel to paper sessions and is an affordable method to allow independent producers to support the IPS conference and gain exposure for their shows.



# IPS 2024

## United Under the Sky

### Conference Facts

<b>Theme</b>	IPS 2024 in Berlin and Jena: United Under the Sky
<b>Website</b>	<a href="http://www.ips2024.org">www.ips2024.org</a>
<b>Hosts</b>	The planetariums and astronomical facilities of Jena and Berlin, Germany
<b>Locations</b>	<b>Zeiss-Planetarium Jena</b> <a href="http://www.planetarium-jena.de">www.planetarium-jena.de</a> <b>Zeiss-Großplanetarium</b> and <b>Archenhold-Sternwarte</b> <a href="http://www.planetarium.berlin/besuch">www.planetarium.berlin/besuch</a> <b>Arena Berlin</b> (primary conference venue) <a href="http://www.arena.berlin">www.arena.berlin</a>
<b>Dates</b>	<b>Thursday, 18 July 2024</b> Pre-Conference Trip hosted by Carl Zeiss Jena Fulldome Festival Showcase opening at Zeiss-Planetarium Jena  <b>Thursday-Friday, 18-19 July 2024</b> Fulldome Festival Showcase at Zeiss-Planetarium Jena  <b>Saturday, 20 July 2024</b> IMERSA workshop at Zeiss-Planetarium Jena IPS Board Meeting at Arena Berlin, day 1  <b>Sunday, 21 July 2024</b> IPS Board Meeting in Berlin, day 2 LIPS (Live Interactive Planetarium Symposium) workshop at Zeiss-Großplanetarium in Berlin GDP (Gesellschaft Deutschsprachiger Planetarien) in Berlin Sponsor Check-In at Arena Berlin Delegate Check-In at Arena Berlin IPS 2024 conference welcome reception at Arena Berlin  <b>Monday, 22 July 2024</b> Main Conference + Exhibition Hall Evening tours of the Archenhold-Sternwarte observatory (optional)  <b>Tuesday, 23 July 2024</b> Morning: Main Conference + Exhibition Hall Social evening (constellation shootout) at Planetarium am Insulaner (optional)  <b>Wednesday, 24 July 2024</b> Main Conference + Exhibition Hall Evening social in Exhibition Hall

# IPS 2024

## United Under the Sky

### Thursday, 25 July 2024

Exhibition dismantling, hall must be empty before midnight

Main Conference workshops at Zeiss-Großplanetarium

Afternoon: Mid-Conference Tours (optional)

Gala Dinner (optional) followed by after party at Archenhold-Sternwarte observatory (optional)

### Anticipated Attendance

Fulldome Festival Showcase: 200 participants

IMERSA workshop: 100 participants

LIPS workshop: 75 participants

IPS 2024: 600 participants

Exhibitors: 35 to 50

### Official Conference Language Registration fees

English

#### Fulldome Showcase

IPS Member: 119 Euro (non-member +30 Euro)

#### IMERSA workshop

IMERSA Member: 80 Euro (non-member +40 Euro)

#### LIPS workshop

LIPS Member: 50 Euro (non-member +25 Euro)

#### IPS 2024 main conference

Early Bird - IPS Member: 495 Euro (non-member +155 Euro)

Regular - IPS Member: 565 Euro (non-member +185 Euro)

Late - IPS Member: 650 Euro (non-member +200 Euro)

Gala Dinner - IPS Member : 140 Euro (non-member +25 Euro)

*This is a partial list. Other fees may apply for students, new IPS member institutions, and additional registrations of sponsor staff or non-Early Bird registration. Please refer to the conference site for additional information.*

### Conference Hotels

#### Primary Conference Hotel

Estrel Berlin \*\*\*\*

Sonnenallee 225, 12057 Berlin

+49 30 68310

[www.estrel.com](http://www.estrel.com)

*This hotel has an excellent S-Bahn (local train) connection between Sonnenallee and Treptower Park train stations*

#### Hotels Around the Arena Berlin

NHOW Hotel \*\*\*\*

Stralauer Allee 3, 10245 Berlin

+49 30 2902990

[www.nhow-berlin.com](http://www.nhow-berlin.com)

*25 minute walk along the Spree river between hotel and Arena Berlin*

Michelberger Hotel \*\*\*\*

Warschauer Str. 39-40, 10243 Berlin

+49 30 29778590

[www.michelbergerhotel.com](http://www.michelbergerhotel.com)

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## United Under the Sky

Holiday Inn Berlin – City East Side \*\*\*\*  
Wanda-Kallenbach-Straße 2, 10243 Berlin  
+49 30 74001470

Hotel Indigo Berlin – East Side Gallery \*\*\*\*  
Mühlenstraße 13-19, 10243 Berlin  
+49 30 29772060

Hampton by Hilton Berlin City East Side Gallery \*\*\*\*  
Mildred-Harnack-Straße 15, 10243 Berlin  
+49 30 29381380

Hotel Klassik Berlin \*\*\*\*  
Revaler Str. 6, 10245 Berlin  
+49 30 311698820  
[www.hotelklassik-berlin.de](http://www.hotelklassik-berlin.de)

### **Additional Hotel Suggestions**

Vienna House Andel's Berlin \*\*\*\*  
Landsberger Allee 106, 10369 Berlin  
+49 30 4530530

### **Travel and Visa**

Germany permits the nationals of many countries to enter the European Union Schengen area (including Germany) without a visa. For more information about travel, please refer to this guide ([https://www.planetarium.berlin/sites/default/files/inline-files/IPS2024\\_BerlinJena\\_Visas\\_and\\_Travel.pdf](https://www.planetarium.berlin/sites/default/files/inline-files/IPS2024_BerlinJena_Visas_and_Travel.pdf))

### **Transportation during IPS**

The six hotels suggested around the Arena Berlin are within approximately 2 km distance of the site (approximately 25-30 minutes walking time).

The Arena Berlin is located approximately 600 meters walking distance from the Treptower Park S-Bahn tram station.

# IPS 2024

United Under the Sky

## Sponsorship & Exhibition Opportunities

The Arena offers a generous amount of space for sponsor stands, however the limiting factor in the sponsorship packages is the time available for commercial presentations. The conference schedule has taken into consideration the commercial needs of sponsors, while providing a focus on scientific and educational presentations.

Each sponsorship level has a limited number of available slots which will be assigned on a first-come, first-served basis (please refer to terms & conditions below). Should there be more interest in sponsorship than time available for sponsor presentations, and there is sufficient space in the Arena, the IPS host may choose to offer additional sponsorship packages that do not include presentation time. This ensures that those who commit early receive maximum benefits, while allowing others the opportunity to support this important gathering of educators with their presence in the exhibitor hall. All sponsorships include support for the Fulldome Festival Showcase in Jena on July 18-19, 2024 and will be recognized during this event.

IPS 2024 has seven sponsorship levels, one of which is exclusively available to independent show producers. Sponsorship packages with presentation time included will present in either the 23m Zeiss-Großplanetarium dome (2 sessions of up to 300 participants per session), on the large screen in the Arena (1 time with all delegates), or in the 12m 100 seat dome in the Arena (6 sessions of up to 100 participants per session). Show producers will be provided one session of up to 30 minutes of presentation time (show + introduction) in the 12m 100 seat dome.

Sponsor presentations in Berlin will be on Monday, Tuesday and Wednesday. All paper sessions and workshops will take place at the Arena. The exhibition hall will be closed on Thursday for breakdown and removal of all sponsor equipment and materials.

In recognition of the theme of unity and in line with Germany's sustainable development efforts, we encourage sponsors and delegates to consider an environmentally friendly approach to the IPS conference. Digital devices and storage media are commonplace these days and we ask everyone to consider minimizing the use of printed brochures, promotional gifts with batteries, single-use packing materials, items in plastic wrappers, single-use water bottles, etc. that are likely to quickly end up in a trash bin. You can further support environmentally friendly goals through use of energy-efficient devices, recycled paper and cardboard, and pens/pencils made with wood from sustainable forests whenever possible. Every little bit will reduce the amount of trash generated by the conference. Furthermore, travelling with public transportation, sharing cars/taxis, and walking between locations can reduce pollution and lead to a more personal experience of the host cities.



# IPS 2024

United Under the Sky

Sponsor Packages	Jupiter	Saturn	Uranus	Neptune	Venus	Mars	Mercury (show producer)
Fee (EUR, excluding 19% VAT)	32,000.00 €	23,000.00 €	13,500.00 €	9,500.00 €	5,000.00 €	2,000.00 €	2,000.00 €
<b>Fee (EUR, including 19% VAT)</b>	<b>38,080.00 €</b>	<b>27,370.00 €</b>	<b>16,065.00 €</b>	<b>11,305.00 €</b>	<b>5,950.00 €</b>	<b>2,380.00 €</b>	<b>2,380.00 €</b>
Slots available	4	4	5	4	4	20	10
Booth size	10m x 10m	10m x 7m	7m x 6m	6m x 5m	5m x 3m	3m x 2m	—
Booth area	100 sq m	70 sq m	42 sq m	30 sq m	15 sq m	6 sq m	—
Presentation time (minutes)	30	25	15	10	5	0	30
Presentation in Zeiss-Großplanetarium (2x)	✓						
Presentation on large screen in Arena (1x)		✓					
Presentation in 12m 100 seat dome (6x)			✓				
Presentation in 12m 100 seat dome (1x)				✓			✓
Delegate registrations	5	4	3	2	1	0	0
Gala banquet tickets	5	4	3	2	1	0	0
Logo and link on web site	✓	✓	✓	✓	✓	✓	✓
Logo in program	✓	✓	✓	✓	✓	✓	✓
Logo onscreen at Fulldome Festival Showcase	✓	✓	✓	✓	✓	✓	✓
1 minute video onscreen at Fulldome Festival Showcase	✓	✓	✓	✓	✓		
Delegate bag insert (one page flyer or USB stick)	✓	✓	✓	✓	✓		
Logo on signage	✓	✓	✓				
Logo on delegate bag	✓	✓					



# IPS 2024

## United Under the Sky

Additional Sponsorship Opportunities	Public Transportation Pass	Coffee Breaks	Welcome Reception	Lunch	Gala Dinner	Delegate Bag Insert
Fee (EUR, excluding 19% VAT)	2,500.00 €	1,000.00 €	3,000.00 €	2,500.00 €	4,500.00 €	400.00 €
<b>Fee (EUR, including 19% VAT)</b>	<b>2,975.00 €</b>	<b>1,190.00 €</b>	<b>3,570.00 €</b>	<b>2,975.00 €</b>	<b>5,355.00 €</b>	<b>476.00 €</b>
Slots available	4	7	1	4	4 or 15,000.00 € for exclusivity	Unlimited

### Sponsorship Terms & Conditions

- There are limited sponsorship opportunities within each level. Sponsorship and Exhibition Levels will be assigned on a first-come first-served basis (as soon as we receive the completed form and payment). Confirmation of Sponsorship and Exhibition will not be held in reserve or granted until the 25% deposit is received.
- Send the completed Sponsorship and Trade Show Application Form found at the back of this document, along with payment of 25% of the total cost, by December 31, 2023.
- Sponsorship and Trade Show participation will be confirmed only after the completed application and 25% deposit is received.
- The Conference Host reserves the right, at their discretion, to decline any application; in this instance, the deposit will be refunded.
- Trade Show space will also be assigned on a first-come, first-served basis and will take into consideration the level of sponsorship.
- Please note the deadlines for submitting your sponsorship and trade show applications
- The Trade Show floor plan will be designed based on the approved applications received by sponsorship application deadline. Booth allocations and floor plan layout are at the sole discretion of the Conference Host.
- If full payment is not received by the indicated deadline, the Conference Host has the right to review the Sponsorship and Trade Show application, and may, at their discretion, amend or cancel the package.

### Sponsorship Key Dates and Deadlines

December 31, 2023	Sponsorship and exhibitors' hall application. 25% deposit required to confirm space.
January 31, 2024	Confirmation of floor plan and booth assignment sent to approved vendors along with exhibitors' trade show package and order forms.
March 15, 2024	Full payment deadline.

#### Cancellation deadlines:

- On or before December 31, 2023: Conference Host will retain 25% of the total sponsorship contract amount.
- On or before March 15, 2024: Conference Host will retain 50% of the total sponsorship contract amount.
- After March 15, 2024: Conference Host will retain 100% of the total sponsorship contract amount.

# IPS 2024

## United Under the Sky

### Exhibition Venue

#### Berlin Arena – Exhibition hall and primary conference location

- Approximately 2400 m<sup>2</sup> space for exhibition
- 4.5 meters minimum height – 9 meters maximum height
- Floor weight capacity virtually unlimited
- Large delivery doors allow trucks to enter the hall for loading/unloading at floor level. This venue has no loading dock. Delivery trucks with lift gates are suggested for large or heavy items.
- Seating for up to 730 people for large screen presentations

#### Arena Berlin Sample Exhibition Hall Floor Plan



The above is a preliminary layout and is subject to change based upon the sponsorship requests and booth designs received. Not shown is an additional 180 seat meeting space in the Glashaus, which is an adjacent building approximately 25m from the Arena on the same property. The Glashaus is accessible via doors on the left and upper portions of the drawing.

The Exhibition Hall aims to present itself as an open environment with a minimum of visual obstructions. For this reason, no physical partitions are provided in the sponsorship packages. For those who require them, contact information will be provided in a second documentation package in Q1 2024.

# IPS 2024

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## Exhibition Booth

Included with each booth:

- One 160x80x72 cm table with skirt or table cover
- Three folding chairs
- One electrical outlet (~3kW, 220V/50Hz, single phase)
- Exhibition carpet at booth

The following items are NOT included and are subject to additional costs:

- Shipping
- Pre-conference receiving/warehousing
- Post-conference warehousing
- Storage. On-site storage of shipping and promotional materials is limited. Flammable material (boxes, brochures, etc.) may be stored in a shipping container outside the Arena hall. Larger items should be removed by the sponsor's logistics partner for off-site storage.
- On-site material handling (moving your exhibit from the Arena door to your booth/stand)
- Additional power
- Dedicated wired/wireless internet access
- Furniture and audio-video rentals
- Physical partitions/walls between booths
- Booth signage
- Daily waste removal and floor cleaning of individual booths
- Booth flooring or premium carpeting
- Rigging

A second documentation package to be released in Q1 2024 will provide contact information for companies servicing the IPS 2024 conference. The selected companies shall provide logistics (shipping, warehousing), furniture rental, audio-visual equipment rental, and contracting of additional services (power, wired internet access, etc.) at the Arena.

## Description of Primary Conference Planetarium

### Zeiss-Großplanetarium – Available for sponsor demonstrations

- 23 meter dome
- 307 seats
- Zeiss Universarium IX
- Digistar 7
- Zeiss Uniview
- Zeiss Velvet LED projection system (10-channels)

Jupiter level sponsors who wish to present their own digital planetarium systems at the Zeiss-Großplanetarium may interface via the host system's 4K dual HDMI live video input.

# IPS 2024

United Under the Sky

## Security

The Arena Berlin shall provide security of the property, including an overnight guard on the property.

The Conference Host does not provide any individual security for your stand. It is your responsibility to have someone present on your stand during the opening hours of the Exhibition Hall and to see to the safe keeping of your valuables. Beyond supervision of the Arena Property, the Conference Host cannot be held responsible for any lost or stolen object or equipment.

Exhibitors must be insured to cover the financial consequences of their civil liability as an exhibitor. Exhibiting companies, and the legal and natural persons who represent them, must comprehensively insure all goods that are brought into and presented at all conference sites and events, from the moment they are brought in until they are taken out, including for loss by theft. The Conference Host cannot be held responsible for theft, loss or damage taking place within the vicinity.

## On-Site Visit of Conference Venues in Berlin

An on-site visit of the Berlin IPS conference venues (Arena, Zeiss-Großplanetarium, Planetarium am Insulaner) is offered to all potential sponsors on **Tuesday, 24 October, 2023**. For those unable to attend on this day, we offer Monday, 23 October 2023 as an alternate. **Please confirm your attendance to [ptetu@ips2024.org](mailto:ptetu@ips2024.org) by 16 October 2023**. The visit will last approximately six hours (including a break for lunch) and may involve use of public transportation and walking between the public trains and the venues.

**Meeting time:** 10:00

**Meeting location:** Planetarium am Insulaner – Munsterdamm 90, 12157 Berlin  
([www.planetarium.berlin/planetarium-am-insulaner](http://www.planetarium.berlin/planetarium-am-insulaner))

## Exhibition Hall Schedule

### Exhibitor Move-In

Saturday July 20, 08:00 to 24:00

### Exhibitor Set-Up

Sunday July 21, 00:00 to 17:00

Monday July 22, 08:00 to 9:00

### Exhibitor Move-Out

Thursday July 25, 08:00 to 23:59

### Trade Show Hours

Sunday, July 21, 18:45 to 21:30. Welcome reception in Sponsor Hall.

Monday, July 22, 9:00 to 18:45. Official trade show opening.

Tuesday, July 23. 9:00 to 19:00.

Wednesday, July 24, 9:00 to 19:00. Dinner from 19:00 to 20:00 at the Arena. Exhibition hall cocktail party from 20:00 to 23:00.

Thursday July 25, 00:00 to 23:59. Trade show break down. Hall must be empty before midnight.

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## Exhibitor Booth and Demonstration Installation

Exhibitors are responsible for their demonstration systems, for the interior design, setup and dismantling of their booths and domes, and for all labor involved. If needed, laborers to assist with installation and/or teardown can be hired. Labor information can be furnished by the Sponsorship Coordinator upon request.

## Breaks and Social Activities

Except for sponsor presentations at the Zeiss-Großplanetarium, all workshops, coffee breaks and lunches will take place at the Arena venue, where the exhibition hall is located. Sunday evening welcome reception and Wednesday evening social activities will also take place at the Arena, providing numerous opportunities for informal networking.

## Contacts

Registration / Ticketing	Oliver Hanke, ohanke@ips2024.org
Program Coordinator	Anna Green, agreen@ips2024.org
Sponsorship Coordinator	Paul Tetu, ptetu@ips2024.org
Fulldome Festival Coordinator	Robert Metzner, r.metzner@fulldome-festival.de

## Shipping and Delivery Logistics

All shipping and storage expenses, customs fees, taxes and duties, as well as processing and clearance procedures are the responsibility of the exhibitor's shipping agent. The exhibitor is responsible for payment of any related expenses. Germany accepts use of ATA carnets for temporary importation into the European Union and the Schengen zone. The Conference Host will assist exhibitors with supporting documentation and information as much as reasonably possible, however responsibility for shipping procedures and timely clearance of all goods is the responsibility of the exhibitor.

We strongly encourage sponsors shipping equipment and supplies to work with Schenker Deutschland AG for warehousing of shipments prior to and after the conference, customs clearance (including temporary importation), forklift service, shipping and transport insurance, etc. A contact will be provided to confirmed sponsors in a documentation package to be released Q1 2024.

Shipment of material for exhibition booths must be clearly marked with the sponsor's name to allow proper distribution to the exhibition area.

On-site storage of shipping and promotional materials is limited. Flammable material (boxes, brochures, etc.) may be stored in a shipping container outside the Arena hall. Larger items should be removed by the sponsor's logistics partner for off-site storage.

# IPS 2024

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## Frequently Asked Questions

### Currency

- Sponsorship fees are indicated in Euro (EUR)
- Currency converter: [www.xe.com/currencyconverter](http://www.xe.com/currencyconverter)

### Taxes

- German Umsatzsteuer (USt) / VAT is 19%
- Sponsorship fees are presented both with and without VAT
- Sponsorship fee payments must include VAT

### Method of Payment

All payments must be made in Euro by wire transfer to:

**Account holder:** Stiftung Planetarium Berlin

**IBAN:** DE28 1001 0010 0902 9551 03

**SWIFT/BIC:** PBNKDEFF

**Bank Name:** Postbank Berlin

**Memo/Reason for Transfer:** Sponsoring IPS 2024

Please ensure that fees assessed by your bank are paid separately from the sponsorship amount. Should you have any trouble with wire transfer please contact the Sponsorship Coordinator.

### Electricity

Standard electricity in Germany is 220V, 50Hz. Most electrical outlets have Type F sockets, which is common in most European countries.



Compatible plug types are CEE 7/4 and 7/17 "Schuko" plugs, as well as CEE 7/16 Europlugs and CEE 7/7 plugs.



# IPS 2024

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*CEE 7/17 unearthed plug*



*CEE 7/16 Alternative II  
"Europlug" (Type C)*



*Hybrid CEE 7/7 plug*

Please ensure that your electrical devices are designed for use with 220V, 50Hz systems and comply with European safety standards.

## Health and Safety

- All equipment in operation in the exhibition area or any conference venue must be certified to meet European safety standards.
- Storage of excess cardboard or paper shall be in a shipping container outside the Arena venue.
- Neither smoking nor vaping is allowed inside any buildings.

## On-Site Parking

There is limited temporary on-site parking for delivery and pick-up purposes. A small public parking lot is located approximately two blocks away and parking around the Arena is very limited. Taxi and ride sharing services operate throughout Berlin. Use of public transportation is suggested whenever possible.

## Disclaimer

Sponsors and exhibitors assume all responsibility for participation in the IPS 2024 trade show and release the Conference Host from all claims arising from participation in it.

## Cancellation Policy

In exceptional circumstances, the Conference Host will consider the cancellation of their Contract with Sponsors and Exhibitors, but only if the following conditions are met:

- The Sponsor or Exhibitor must submit a written and signed request for cancellation by March 15, 2024.
- The Sponsor or Exhibitor must give reasons for their cancellation request. The Conference Host has the right to accept or decline the reasons for the cancellation request.
- Upon accepting the cancellation request, the Conference Host will apply the following refund policy:
  - Cancellation requests received on or before December 31, 2023: Conference Host will retain 25% of the total sponsorship contract amount.
  - Cancellation requests received on or before March 15, 2024: Conference Host will retain 50% of the total sponsorship contract amount.
  - Cancellation requests received after March 15, 2024: Conference Host will retain 100% of the total sponsorship contract amount.

# IPS 2024

## United Under the Sky

### IPS 2024 Sponsorship and Exhibition Hall Application Form

Contact Name: \_\_\_\_\_  
 Title/Position: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Province/State \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Landline Phone (include country code): \_\_\_\_\_  
 Mobile Phone (include country code): \_\_\_\_\_  
 Email: \_\_\_\_\_ Website: \_\_\_\_\_  
 Tax Identification Number: \_\_\_\_\_

#### Sponsorship Level (EUR)

Sponsorship levels are first-come, first-served

Sponsorship Level	Fee (in EUR, including 19% VAT)
<input type="checkbox"/> 1 - Jupiter .....	38,080 €
<input type="checkbox"/> 2 - Saturn .....	27,370 €
<input type="checkbox"/> 3 - Uranus.....	16,065 €
<input type="checkbox"/> 4 - Neptune .....	11,305 €
<input type="checkbox"/> 5 - Venus.....	5,950 €
<input type="checkbox"/> 6 - Mars.....	2,380 €
<input type="checkbox"/> 7 - Mercury (show producer) .....	2,380 €
<input type="checkbox"/> Other Sponsorship Opportunity	
_____	€
_____	€
_____	€
_____	€
 Total Sponsorship Amount	 _____ €
25% deposit included with application	_____ €
Balance due by March 15, 2024	_____ €

Please complete and return to Paul Tetu ([ptetu@ips2024.org](mailto:ptetu@ips2024.org)) by December 31, 2023.

Questions about sponsorship benefits and opportunities can also be addressed to Paul.

All payments must be made in Euro by wire transfer to:

**Account holder:**  
 Stiftung Planetarium Berlin  
**IBAN:**  
 DE28 1001 0010 0902 9551 03  
**SWIFT/BIC:** PBNKDEFF  
**Bank Name:** Postbank Berlin  
**Memo/Reason for Transfer:**  
 Sponsoring IPS 2024

Please ensure that any fees assessed by your bank are paid separately from the sponsorship amount.

I am authorized to sign documents on behalf of the organization noted below and acknowledge that I have inspected and agree to comply with the terms and conditions governing the sponsorship.

Organization: \_\_\_\_\_ Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upon receipt of your 25% deposit, the Conference Host will email a written agreement acknowledging your sponsorship and detailing your sponsorship benefits.