

SPONSOR GUIDELINES

U.S. CELEBRATION OF WORLD STANDARDS DAY (WSD)

Thursday, October 23, 2025

Bethesda North Marriott Hotel & Conference Center
5701 Marinelli Road
North Bethesda, MD 20852



Administrating Organization:
IAPMO

SPONSOR GUIDELINES

- Sponsors will have access to the exhibit space for set-up on Thursday, **October 23 beginning at 2:00pm**. Please proceed to Foyer E on the Ballroom Level.
 - *Please note: If you are an ANSI Innovation Summit sponsor and already have an exhibit set-up, you may use the same table for your WSD display.*
- **Hero sponsors** receive an enhanced exhibit display and are permitted to bring a free-standing banner display (maximum size: 6'w x 8'h) to accompany their 6' tabletop exhibit display.
- **Champion, Advocate, and Supporter** sponsors receive a 6' tabletop exhibit display. Free-standing banners are not permitted.
- Handouts and promotional items may be distributed only at an exhibitor's table. With the exception of each year's administrating organization, no other exhibitors will be permitted to distribute materials outside of their own exhibit.

IMPORTANT: SPONSOR SHIPPING INSTRUCTIONS

- Please label any boxes being shipped to the hotel exactly as follows:

Bethesda North Marriott Hotel & Conference Center
5701 Marinelli Road
North Bethesda, MD 20852
Attn: Aleida Aza
Hold For: U.S. CELEBRATION OF WSD /Stephanie Carroll
Arrival Date: October 20, 2025

Be sure to include the **SPONSORING ORG'S NAME** on all packages that are shipped!

- Please note that packages *must not* arrive to the hotel before Monday, October 20.

POST EVENT/OUTGOING SHIPMENTS

- All exhibit displays *must* be broken down immediately following the conclusion of the networking reception on Thursday, October 23.
- Sponsors are responsible for scheduling a pickup with their preferred carrier.
- Sponsors are responsible for supplying all necessary shipping materials (packing tape, scissors, bubble wrap, etc.).
- Sponsors must provide preprinted shipping labels, and securely tape-up all packages and boxes.
- Shipping labels must reference the account number of the preferred carrier.
- The Marriott Hotel staff will pick-up all secured and prelabeled boxes from meeting space at the conclusion of the event.