



ICFP 2025 Sponsorships Guide





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Table of Contents

- [Introduction](#)
- [Purpose of this Document](#)
- [Benefits](#)
- [Submission Deadlines for Item Deliveries](#)
- [Contact Table](#)
- [Organization Name for Official Listings](#)
- [Conference Registration](#)
- [Exhibition Details](#)
 1. [Exhibition Dates and Hours](#)
 2. [Standard/Basic Booth Provisions](#) (See Renders and Examples of Setups)
 3. [Branding Guidelines](#)
 4. [Security of Items at the Venue](#)
 5. [Safety Regulations](#)
 6. [Recommendations for Cargo Shipments](#)
 7. [Material Load-In and Setup](#)
 8. [Booth Cleaning](#)
 9. [Booth Dismantling and Removal](#)
 10. [Key Dates Calendar](#)
 11. [Exhibition Design](#) (Floor Plans)
 12. [Booth Types](#) (Images)
 13. [Examples of Stands with Branding](#) (Photos)
 14. [Furniture and Additional Equipment Rentals](#)
- [OTHER: Participation of Minors](#)
- [Side Event Details](#)

Introduction

Welcome to the 2025 International Conference on Family Planning (ICFP)!

The seventh ICFP conference is co-hosted by the [William H. Gates Sr. Institute for Population and Reproductive Health](#), [Government of Colombia](#), [Profamilia](#), and [Fundación Valle del Lili](#). We expect to welcome over 4,000 in-person participants to the conference, which will be held at the Ágora Convention Center in Bogotá, Colombia, from 3–6 November 2025 with pre-conference and site visit dates between 1-3 November 2025.

ICFP gathers global leaders, policymakers, scientists, researchers, youth and faith leaders, program implementers, advocates and other professionals in the field of sexual and reproductive health and rights (SRHR) to share experiences and identify next steps towards advancing, achieving, and safeguarding universal access to SRHR.

Much more than just a conference, ICFP has evolved into a digital platform resonating with researchers, health equity champions, governments, and local communities alike. It is a dynamic movement propelling universal family planning access, underpinned by a vibrant community fueled by collaboration, inclusivity, innovation, and scientific integrity. ICFP serves as a strategic inflection point for nations, institutions, and individuals seeking to pledge commitments and celebrate successes in SRHR.

Thank you for your generous support of ICFP.

Purpose of This Document

This ICFP 2025 Sponsorships Guide provides general guidelines for all exhibition and side event logistics to ensure we have a successful and smooth conference. Please read this manual carefully and adhere to the provisions included. If you need further clarification, don't hesitate to contact us for support.

Deadlines for Items Delivery

Deadline	Activity
ASAP (As soon as possible)	Kindly verify that your organization's name is spelled precisely as it should appear on the booth header and within the event program on our ICFP Sponsors page: https://theicfp.org/sponsors
September 15, 2025	Orders for technology (computer, ipads, tablets, TVs, etc.) can be placed on the landing page www.icfpexhibitors.com until September 15. Detailed descriptions are available in our online catalog. Order confirmation is subject to payment receipt. This page will go live by August 15.
October 3, 2025	Additional exhibition material (banners, additional furniture, magazine holder, etc. may be ordered with requirements submitted on the website: www.icfpexhibitors.com
October 14, 2025	Please ensure you have completed your 'User Cargo Form,' confirming that the materials listed are the ones that will enter the free trade zone designated for this event or the venue. <i>This requirement is explained in <u>Number 7: Material Load-In and Setup</u></i>
October 15, 2025	For the branding of your exhibition booth (the walls and name plate of your booth), banners, and other signage elements within your booth, please send the corresponding graphic file for printing (see instructions and dimensions for these graphics under Section 12 "Booth Types") to: mmorales@idosmarketing.com , please copy carias@idosmarketing.com
Reception of exhibition materials from October 7 to October 27, 2025	Shipment of materials with the following specifications: The maximum allowed weight per package is 50 kg/110 lbs, with a limit of 6 units per reference. No side of the package may exceed 150 cm (59 in). Additionally, the value of the merchandise must not exceed USD \$2,000. If your shipment meets these specifications, you may send it via courier (only DHL and/or FedEx) to the following address: Corporación de Ferias y Exposiciones S.A.

	Usuario Operador de Zona Franca Nit: 860.002.464-3 COD 942 Evento: CONFERENCIA INTERNACIONAL ICFP 2025 Name of Exhibitor: (Write name in all CAPS) Location: Agora, Exhibit Booth Number:____ Carrera 37 No 24-67, BOGOTÁ - COLOMBIA
Reception of exhibition materials from October 7 to October 27, 2025 Customs clearance takes 2 business days	For exhibition or merchandising materials that do not meet the following specifications: maximum allowed weight per package of 50kg, a limit of 6 units per reference, maximum side length of 150 cm (59 in), and a merchandise value not exceeding US\$2,000, you can send it by cargo making sure it is correctly consigned to Corporación de Ferias y Exposiciones S.A. Send by cargo to the following address: Corporación de Ferias y Exposiciones S.A. Usuario Operador de Zona Franca Nit: 860.002.464-3 COD 942 Evento: CONFERENCIA INTERNACIONAL ICFP 2025 Name of Exhibitor: (Write name in all CAPS) Location: Agora, Exhibit Booth Number:____ Carrera 37 No 24-67, BOGOTÁ - COLOMBIA NOTIFY: AGENTE DE ADUANA / AGENTE DE CARGA For oversized or heavy cargo, it is recommended to use a customs clearance agency. Their expertise will help you complete the required documentation and ensure a smoother, more efficient delivery. If you need this contact or you have any questions about either you should sent by courier or by cargo, please send your request to: sponsorships@theicfp.org with a copy to mmorales@idosmarketing.com  * IMPORTANT NOTE: Goods will be received from October 7 to November 3, 2025. Please take this into account when scheduling your shipment — we <u>cannot</u> guarantee space before this date.
October 7 to October 27, 2025	Verify that the booth materials have arrived at their destination warehouse: Corferias Warehouse – Foreign Trade (Address

	indicated above). Send an email to hgomez@corferias.com , with a copy to mmorales@idosmarketing.com .
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Contact Table

Subject of Inquiry	Name	Email
General Information about the ICFP Conference	ICFP	info@theicfp.org
Exhibition Booth (booth branding, element rentals, setup/installation, shipping, etc.)	i2 Marketing WHGI	mmorales@idosmarketing.com with a copy to carias@idosmarketing.com and sponsorships@theicfp.org
In-booth and Side event Catering*	Ágora Bogotá Centro de Convenciones WHGI	ppatino@agora-bogota.com with a copy to dnunez@idosmarketing.com and sponsorships@theicfp.org
Conference Registration	Dannah Dennis	sponsorships@theicfp.org
Information related to your sponsorship (logos, advertising, etc.)	Dannah Dennis	sponsorships@theicfp.org with a copy to mmorales@idosmarketing.com

***Catering for your booth:** If you'd like to request in-booth catering, when sending the request in your email, please specify the required service (food, snacks, drinks, coffee, cakes, etc.), the approximate quantity, date and the service hours, and your booth number.

Organization Name for Official Listings

If you haven't already filled out your organizational details form that was sent to you by Dannah upon finalisation of your sponsorship, kindly fill out this information ASAP:

<https://airtable.com/app0in8kSroJo0tr8/pagCr8MZiGSqddv8S/form>

This form collects the following information:

- Organization's name **exactly as you wish it to appear** (in English, French or Spanish) on the official ICFP website, in the conference program, and on your in-person booth header. (ICFP will not provide translations and will use your submission exactly as entered. Be sure to double-check spelling, punctuation, formatting, and language choice before submitting).
- If you are submitting a logo, it must be in a press-quality PDF file format. In case of a color logo, please provide Pantone Matching System (PMS) number for reference. (In case of questions regarding the resolution of your logo, please contact María Fernanda mmorales@idosmarketing.com).
- For questions or concerns regarding the information in this form, please contact María Fernanda at mmorales@idosmarketing.com.

Conference Registration

As part of your sponsorship package, your organization will receive a specific number of full conference badges as outlined in your sponsorship agreement. If you need to purchase additional badges for those who will remain in your booth at all times, Exhibitor-only badges may be purchased for them. These badges will be only valid for the exhibition areas and will give those wearing the badge access to tea, coffee, and lunch.

Please contact Dannah Dennis if you need additional exhibitor-only badges and you will receive the code to complete registration for the same.

 Link for registration:

<https://icfp2025.dryfta.com/delegate-membership-registration/register/tickets>

ICFP badges will be ready for pick-up on:

- November 1 from 11:00 a.m. - 5:00 p.m.
- November 2 from 6:00 a.m. - 5:00 p.m.
- November 3 from 6:00 a.m. - 8:30 p.m.
- November 4 from 6:00 a.m. - 5:00 p.m.
- November 5 from 6:00 a.m. - 5:00 p.m.
- November 6 from 6:00 a.m. - 1:30 p.m.

Exhibition Details

1. Exhibition Dates and Hours

Your booth must be staffed at all times during the exhibition hours outlined below, including lunch.

All times are in Colombia Time Zone (COT) / UTC -5

Booth Set-Up: (hand-carried and/or delivered by the delivery service mentioned above).

- **November 2** from 8:00 p.m. to 3:00 p.m.
- **November 3** from 8:00 a.m. to 1:00 p.m.

Exhibition Dates and Hours:

- **November 3** from 5:30 p.m. to 9:00 p.m.
- **November 4 and 5** from 9:30 a.m. to 9:00 p.m.
- **November 6** from 9:30 a.m. to 1:00 p.m.

Dismantling

- **November 6** — 6:00 p.m.
- **November 7** — 6:00 a.m. to 1:00 p.m.

Booth completion date and time:

1. Completion of booth structure only: November 2, 6:00 a.m.
2. Completion of booth with branding: November 3, by 11:00 p.m.

2. Standard or Basic Booth Provisions (see renders and booth setup examples)

Each **standard booth** has the following dimensions:

- 3 m wide × 2 m deep × 2.4 m high

Each standard booth includes:

- **1 information counter** (94 cm high × 80 cm wide × 45 cm deep)
 - Designed as a cabinet with a door and lock, available for small storage
- **1 round table** (80 cm diameter × 1 m high)
- **2 chairs**
- **2 electrical outlets** of 110 V
- **1 customized top panel** with the organization's name
 - 3 meters long × 0.25 meters high
- **3 small spotlights** that illuminate the top panel with your organization's name
- **1 wastebasket**

To request additional items, you can use the order form attached at the end of this document. [See the link in item No. 14](#) of this document.

The attached link includes the following additional options:

1. Devices:

- Plasma TV, 50in / 4K. With floor stand
- Plasma TV, 65in / 4K. With floor stand
- Professional audio system/Bose/L1
- Portable speaker/Floor speaker or tower speaker
- Tablet
- Laptop/Office licensed

2. Plants and flowers

- Orchids

- White or assorted colors
 - A couple or a small garden
- Plants
- Merchandising materials
 - Tote bags, t-shirts, buttons, others (open to requests like stress balls, water bottles, notebooks, pens, etc.)
- Display furniture
 - Tabletop catalog holder, magazine rack
- Flyers
 - Standard sizes: half letter 22 cm × 14 cm, letter 28 cm × 22 cm, legal size 21.5 cm × 33 cm, medium size 16 cm × 22 cm
 - Full-color coated paper, single-sided printing
 - Paper weight: 50 g
- Electric kettle for boiling water and tea bags.
- Tea accessories
 - Paper cups, napkins, drink stirrers, sweeteners
- Wall banners for branding
 - 2 m x 2.40 m, 3 m x 2.40 m
- Roll-up banner

If you have any additional requirements beyond those listed here, please send your request to mmorales@idosmarketing.com and carias@idosmarketing.com, with sponsorships@theicfp.org copied.

3. Branding Guidelines

- All exhibitors must ensure that their branding materials remain within the boundaries of their booth, without encroaching on other exhibitors' spaces or the aisles.
 - The use of materials that may damage the booth structure, such as strong adhesives, nails, or push pins, is **not allowed**.
 - Each booth will include a customized top panel with the organization's name (3 m long × 0.25 m high). The corresponding graphic file must be sent for printing to: mmorales@idosmarketing.com . Please send in JPG or PNG file format.
-

- If your booth is **U-shaped**, it includes:
 - o 2 side walls, each 2 m wide × 2.4 m high
 - o 1 back wall, 3 m wide × 2.4 m high
- If the booth is **L-shaped** (corner booth), it includes:
 - o 1 side wall, 2 m wide × 2.4 m high
 - o 1 back wall, 3 m wide × 2.4 m high
- The **printable area of the information counter** is:
 - o 94 cm high × 80 cm wide × 45 cm deep

 *** IMPORTANT NOTE:** Any arts or logos submitted for the side walls, back walls, and/or information counter will need to be adapted to the appropriate size. **There will be a charge of COP \$100,000 per booth for these adaptations.**

 *** IMPORTANT NOTE:** Color may vary slightly between paper and banner printing; no color proofs will be provided for approval.

4. Security of Items at the Venue

- We recommend keeping valuable equipment (such as computers, cell phones, USB drives, etc.) under supervision.
- Always wear your badge or identification in a visible place.
- Do not leave the booth unattended.
- Take special care with high-value items (money, jewelry, electronic devices).
- Report any incidents or security concerns to the security staff.
- Exhibitors must ensure that a representative is present at their booth during the setup period to receive all goods and deliveries.

5. Safety Regulations

- Safety within the exhibition area is a shared responsibility between the organizers and exhibitors.
- The exhibitor is responsible for any damage to the venue, as well as for any claims related to injuries, fatalities, or property damage occurring

within their space or as a result of actions by their employees, contractors, or representatives.

- The exhibitor agrees to indemnify and hold harmless:
 - The William H. Gates Sr. Institute for Population and Reproductive Health
 - The Government of Colombia
 - Profamilia
 - Fundación Valle del Lili
 - Ágora Convention Center
 - i2 Marketing SAS

If, for any reason during setup or dismantling, you damage any part of the venue, a charge will be issued.

6. Shipping Recommendations

If the exhibitor is importing materials such as samples, equipment, signage, or other items, please keep the following in mind:

 *** IMPORTANT NOTE:** Please contact us if your shipment is of **large volume** or includes a **high number of pieces**. This will help us to ensure you receive well-timed instructions and to carry out a smooth and efficient process for receiving and handling your materials. Also, if you require a customs clearance agency. For any of the above please send your request to: ddenni19@jh.edu, sponsorships@theicfp.org with a copy to mmorales@idosmarketing.com

Deadlines and Delivery

- All materials must arrive in Bogotá starting October 7, 2025, to allow sufficient time for the arrival at the Free Trade Zone or the customs clearance process. Depending on the size of the shipment, you may have the option to handle everything through a customs broker.
- If the package meets the characteristics for courier shipment, please request your chosen transport company to deliver the materials between October 7 and October 27, 2025, to the address below, clearly labeling the outside of the packaging with the Fair name, Pavilion, Exhibitor, and Stand Number. Please read carefully.

For entry into Colombia, these characteristics are:

Maximum allowed weight per package is 50 kg, with a maximum of 6 units per reference. No side of the package may exceed 150 cm.

Additionally, the value of the merchandise must not exceed US\$2,000.

- If your materials are shipped as cargo, exhibitors must CONSIGN their goods on the shipping document, labeling the outside of the packaging as described below; and request your chosen transport company to deliver the materials between October 7 and October 30, 2025, to the following address:

CORPORACION DE FERIAS Y EXPOSICIONES SA
USUARIO OPERADOR DE ZONA FRANCA
BENEFICIO E INTERÉS COLECTIVO
NIT: 860002464-3 COD 942
FERIA: CONFERENCIA INTERNACIONAL ICFP 2025
NOMBRE DEL EXPOSITOR _____
PABELLÓN: AGORA STAND No. _____
CARRERA 37 No 24-67
BOGOTÁ – COLOMBIA

- CORFERIAS, Corporación de Ferias y Exposiciones S.A., is a fairground associated with Ágora, the venue where the conference will take place and where your booths will be located. Therefore, a transfer is required from the Corferias warehouse to Ágora. This transfer can be arranged by each exhibitor, and it depends on the size of your shipment. You can either carry it by hand or use the local porter service, [serviacarreos](#), which is provided by the ICFP organization. Staff will be available to assist you with this process. Hours: November 2 from 8:00 p.m. to 3:00 p.m. , and November 3 from 8:00 a.m. to 1:00 p.m.

If you have contracted the handling of your goods through a customs broker, they will take care of this transfer and deliver directly to your booth at Ágora. The warehouse operating hours on November 1 and 2 are from 8:00 a.m. to 3:00 p.m.

- If you're bringing exhibition materials as checked luggage, you must register them with the venue. To do this, please follow the instructions in Chapter 7 - Material Load-In and Setup. This chapter explains how to use the **formato_carga_usuarios** form, which will allow you to create a

username and get instructions for submitting an inventory of your merchandise. Bring a printed copy of the inventory with you.

- Materials can be picked up for re-export starting November 7, 2025, between 8:00 a.m. and 5:00 p.m. (Not applicable on holidays).

 *** IMPORTANT NOTE: Storage fees at Corferias apply starting November 13, at a cost of COP 27 + VAT per kilogram, per day.**

Required Documents

Each shipment must be accompanied by:

- Packing list
- Commercial invoice in the name of the exhibitor or their representative in Colombia
- Transport document (Airway Bill, Bill of Lading, Continuation of Journey, DUTA, or DTAI), properly consigned
- Permits or approvals from the competent authority, as required for the goods to be exhibited at the conference.
- For samples intended for human consumption or use, each package must be marked: "Sample – No Commercial Value – Sale Prohibited."

Tax-Free Imports

- No import tax will be charged as long as the merchandise arrives directly at Corferias, since it is received in a Permanent Free Trade Zone.
- However, there will be customs processing fees if the merchandise exceeds the weight, volume, or commercial value limits for courier shipments and must travel as cargo.
 - In these cases, a customs brokerage service is required to handle customs procedures and deliver the merchandise directly to the exhibitor's booth at the event. The cost of this service depends on the specific characteristics of each shipment.

Re-exportation

- It is recommended to decide in advance which materials you will re-export to facilitate prior coordination with the customs broker.
- These materials and/or goods are taken back to the foreign trade warehouse (Corporación de Ferias y Exposiciones S.A. – Free Trade Zone Operator) for the customs broker to process.
- If you plan to manage your courier shipment independently (if shipment characteristics allow), you will be authorized to pick up the materials starting Thursday, November 6, from 6:00 p.m., and on Friday, November 7, until 1:00 p.m.
- We recommend carrying out this process through a customs broker, as they cover everything from reception at the venue to arrival at the destination country.

Recommended National and International Freight Agencies

You can contact these agencies directly in Bogotá for national shipments:

- Servientrega: <https://www.servientrega.com>
- Coordinadora: <https://coordinadora.com>
- TCC: <https://tcc.com.co/>

International Couriers Operating in Bogotá, Colombia

- DHL: <https://www.dhl.com/co-es/home.html>
- FedEx: <https://www.fedex.com/es-co/home.html>

 **Customs Brokerage Agencies contacts can be provided by**
mmorales@idosmarketing.com , pluna@idosmarketing.com

7. Material Load-In and Setup

- The booth setup by the organizers will begin on Saturday, November 1, 2025, at 8:00 a.m.
- **Identification:** Please send an email to lcifuentes@agora-bogota.com with a sample of the identification item for all persons present during

the setup days (wristbands, badges, ID cards, stickers, etc.). This is required to be sent to the Security Department to authorize entry.

- For every company involved in booth construction, **Social Security contribution forms** for workers must be presented upon entry. Use of Personal Protective Equipment is mandatory for workers involved in booth construction.
- If you need to bring in large or medium items with carts or trolleys, this must be done on November 2 from 9:00 a.m.
- Items that can be carried by hand may be brought in starting November 3 from noon onwards.
- All goods and materials (e.g., banners, brochures, merchandise, equipment, setup materials, furniture, flowers, etc.) entering the Ágora Convention Center must be registered. Please complete the file: **formato_carga_usuarios** (attached link) to create user accounts.

https://docs.google.com/spreadsheets/d/1J2BSYX_trDYkV5H0gHKcwGx943Q647KI/edit?usp=sharing&oid=115377400390766821115&rtpof=true&sd=true

Each company and/or person bringing goods must complete this document and send it to Lina Cifuentes at:

lcifuentes@agora-bogota.com

- After sending this filled form, a step-by-step guide, link, username, and password will be sent so you can enter and register the goods. The purpose of this is to keep a record of what each exhibitor will bring into their stand. **Please bring a printed copy the day you are entering to the venue.**
- All booth structures and brandings must be fully installed by Sunday, November 2, at 11:00 p.m.
- The main elevators are **not allowed** to be used for moving dismantling materials or heavy, long objects such as banners or pennants, as they could damage the glass structure of these elevators; only the freight elevators are designated for this purpose.
- Please use only the electrical outlets placed inside your booth for plugging in your devices. Other outlets in the venue's halls have high voltage and could damage the devices.
- If you use the venue's Loading Dock area to bring in or remove items, please be careful with the glass structures nearby, especially the corner glass at the security booth.
- Any damage caused will be charged by the venue, so please take great care.

- The organizers are not responsible for receiving or safeguarding goods on behalf of exhibitors, nor for any damage or loss during unloading if you are not present.
- No deliveries are allowed during public opening hours (9:30 am- 9:00 pm)
- Access to the exhibition area is only permitted with an exhibitor badge or a registered participant badge. Make sure to wear your badge visibly to avoid delays or problems at entry.
- Exhibitor badges allow access to the exhibition area and the conference lunch but **not** to sessions, special events, plenaries, or ceremonies.

General Information:

Truck loading zone: maximum height 3.30 m. Trucks unload and must leave; there is no parking zone.

Freight elevator dimensions:

- **Core 1:** Height 3 m × Width 2.40 m × Depth 4.70 m
- **Core 3:** Height 3 m × Width 2.40 m × Depth 6.90 m
- **Core 4:** Height 3 m × Width 2.40 m × Depth 5.50 m

Allowed weight in elevators: **items must NOT weigh more than 2 tons (2000 kg).**

- All setups must arrive fully finished and self-supported (painting, carpentry, etc. on-site is prohibited; everything must arrive ready to assemble).
- Electrical boxes must be left unobstructed with easy access.
- Electrical outlets are available in each booth (consumption up to 1 KW/110V).
- Hanging structures from the ceiling is prohibited.
- Maximum allowed weight per square meter in the venue spaces is 500 kg.

8. Booth Cleaning

- Each booth will have a trash bin/wastebasket. It is the exhibitor's responsibility to keep their space clean.

- If you accumulate large trash items (such as cardboard boxes), you must break them down and place them inside the large dumpsters located on each floor.
- General cleaning outside the stands will be done daily after the exhibition closes.

 *** IMPORTANT NOTE:** For safety reasons, **the venue staff will not clean the inside of your booth**; they will only collect trash left in the aisles each day after closing.

9. Dismantling and Stand Removal (see schedule below)

Dismantling may begin once the last day's activities have finished, that is, on November 6, 2025, at 6:00 p.m.

- **Identification:** Please send an email to lcifuentes@agora-bogota.com with a sample of the identification item for all persons present during setup and dismantling days (wristbands, badges, ID cards, stickers, etc.). This is required to send to Security for entry authorization.
- All persons involved in setup and dismantling must bring printed or digital up-to-date social security forms and present them at entry (anyone not on these forms will not be allowed entry).
- All stands must be completely dismantled and cleared before 1:00 p.m. on November 7.
-  *** IMPORTANT NOTE:** It is not allowed to dismantle or pack up before the official closing of the exhibition, and this may only be done once the public has left and the formal closing announcement has been made.
- The organizing committee reserves the right to modify the schedule if necessary.
- The main elevators are not allowed to be used for moving dismantling items, heavy or long objects, banners, pennants, etc., as they could damage the glass structure of these elevators; freight elevators are exclusively designated for this purpose.
- **Clearance Certificate ("Paz y Salvo"):** The supervisor will issue this to the organizer, who will give it to exhibitors or dismantling personnel as authorization to remove items.
 - This document must be stamped or signed by the supervisor and presented to security guards at the exit gates to allow

merchandise removal. (Signatures are given inside the event area, not at the exit gates.)

- A copy must be provided for each exit from the venue. The clearance will be issued once dismantling is finished and the area is clear. Provide one copy per vehicle removing items (e.g., one copy per truck, one copy per person).
- At the end of dismantling, each stand space must be handed over to the i2 Marketing PCO Exhibition Coordinator, who will record its condition. This measure applies in all cases and ensures proper control.

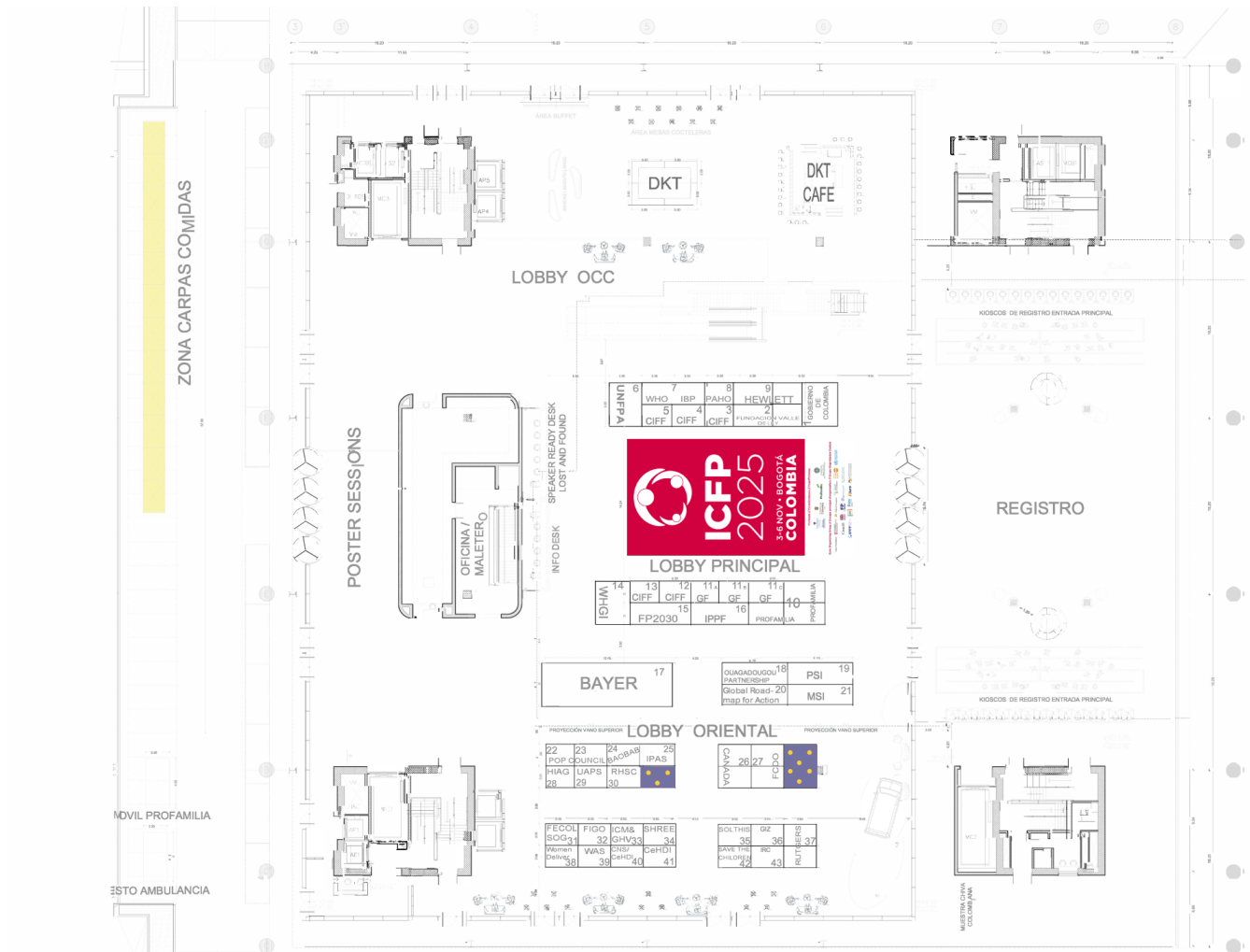
10. Key Dates Calendar

Below is the official schedule for submission of requirements, setup, exhibition, and dismantling:

Activity		Deadline
1	Submission of custom booth designs and branding designs	Monday, September 15
2	Submission of organization name design (Fascia on top of the booth)	ASAP
3	Registration of local and international booth personnel	October 25
4	Start date for setup — for the Professional Conference Organizer (PCO) <u>only</u>	Saturday, November 1 6:00 a.m.
5	Start date for setup	Saturday, November 1 8:00 a.m.
6	Load-in of light materials (by hand)	Monday, November 3 7:00 a.m.
7	Final date and time for the stand to be fully completed	Sunday, November 2 11:00 p.m.

8	Exhibition hours	Monday, November 3 5:30 p.m. to 9:00 p.m. Tuesday and Wednesday, November 4 and 5 9:30 a.m. to 9:00 p.m. Thursday, November 6 9:30 a.m. to 1:00 p.m.
9	Start of booth dismantling	Thursday, November 6 6:00 p.m.
10	Final deadline to complete booth dismantling	Friday, November 7 until 1:00 p.m.

1st FLOOR: Exhibition Area



3rd FLOOR: Sessions and Events

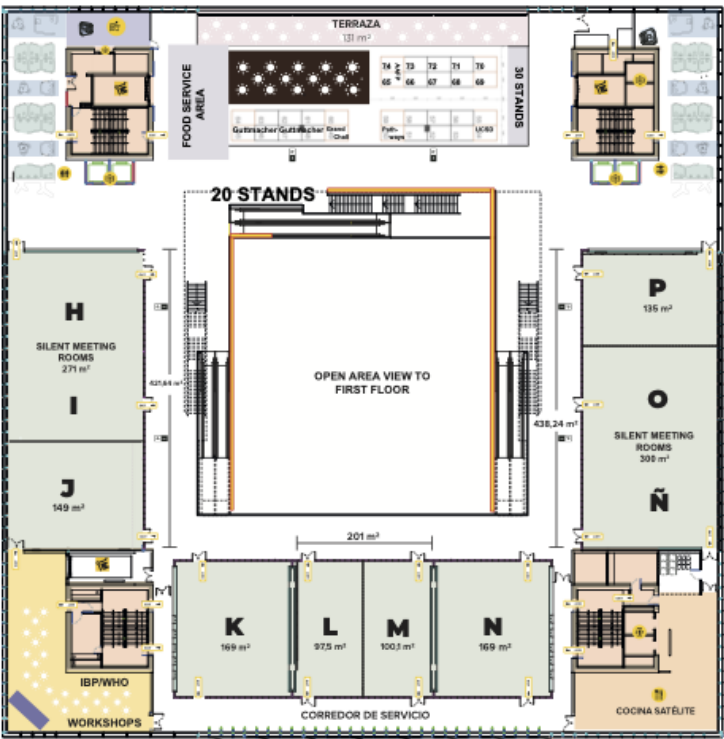
ÁGORA BOGOTÁ

CENTRO DE CONVENCIONES

PISO 3

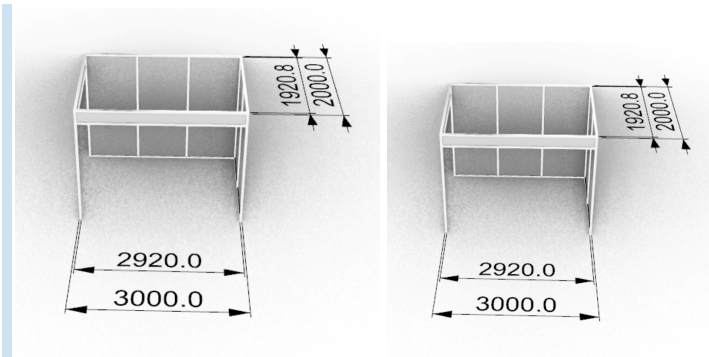
CANT.	ITEM	CONVENCIÓN
=	SALIDA EMERGENCIA	
=	MONTACARGAS	
=	COCINA	
=	BAÑOS	
=	ASCENSOR	
=	SALA DE APOYO	
=	COLUMNA	
=	PUERTA	

	ASISTENTES	ÁREA	BANQUETE	ENTRADA	EXPOSICIÓN
SALA/ÁREA	ASISTENTES	ÁREA	BANQUETE	ENTRADA	EXPOSICIÓN
SALA A	160	58	100	164	72
SALA B	160	58	64	91	84
SALA C	160	58	64	91	84
SALA D	152	48	84	127	48
SALA E	116	58	100	164	72
SALA F	116	58	100	164	72
SALA G	228	72	160	182	96
SALA H	228	104	192	256	128
SALA I	252	160	224	272	144
SALA J	340	170	320	400	216
SALA K	340	170	320	400	216
LIBRERÍA	-	-	252	307	176
TERRAZA	-	-	-	161	-



4th FLOOR: Sessions and Events

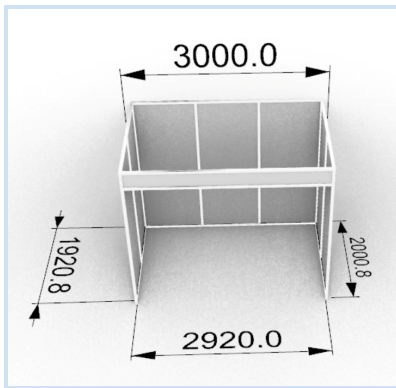
- **Dimensions:** 3 m wide × 2 m deep × 2.4 m high.
- Includes two (2) blank walls:
 - One wall of 3 m wide × 2.4 m high
 - One wall of 2 m wide × 2.4 m high
- **Included elements:** 1 counter, 2 chairs, 1 round table (80 cm diameter), Fascia with organization name, 2 electrical outlets, 3 spotlights (installed in the back of the fascia), 1 wastebasket.



Type 2: U Shaped Booth

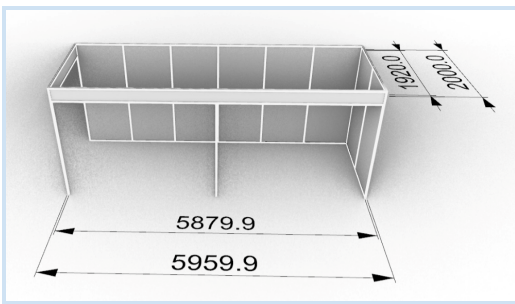
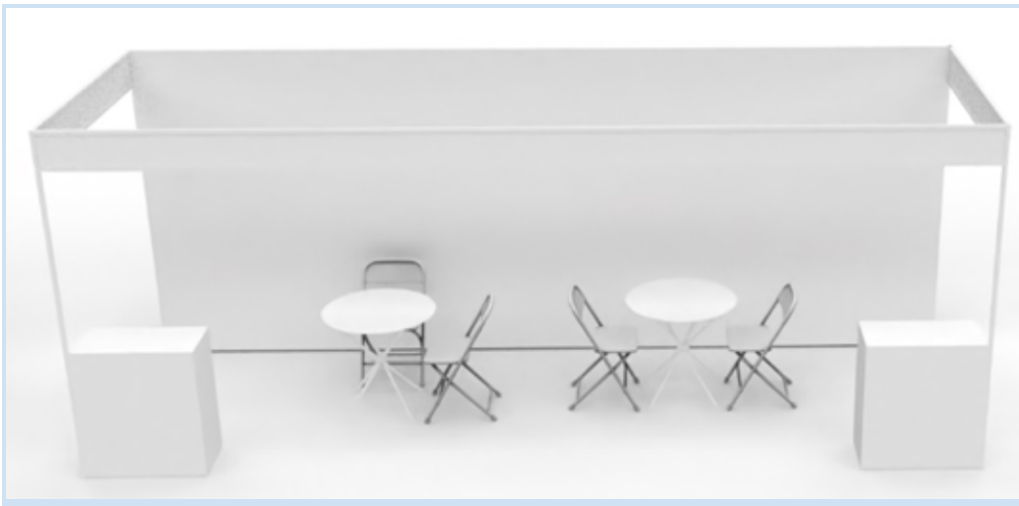
- **Dimensions:** 3 m wide × 2 m deep × 2.4 m high
- Includes three (3) blank walls:
 - One wall of 3 m wide × 2.4 m high, and

- Two walls of 2 m wide × 2.4 m high
- **Included elements:** 1 counter, 2 chairs, 1 round table (80 cm diameter), Fascia with organization name, 2 electrical outlets, 3 spotlights, 1 wastebasket



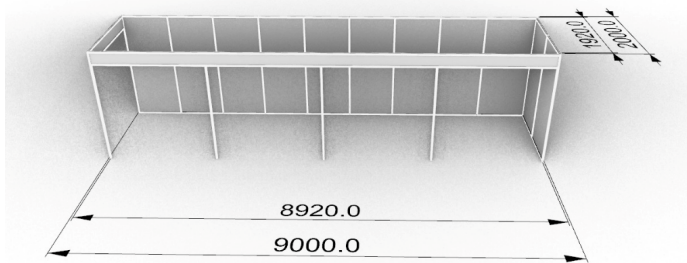
Type 3: Double Booth

- **Dimensions:** 6 m wide × 2 m deep × 2.4 m high
- Includes three (3) blank walls:
 - One wall of 6 m wide × 2.4 m high, and
 - Two walls of 2 m wide × 2.4 m high.
- **Included elements:** 2 counters, 4 chairs, 2 round tables (80 cm diameter), Fascia with organization name, 4 electrical outlets, 6 spotlights, 1 wastebasket. *The counter is a lockable cabinet. The two walls on the sides are shown in the image with dimension lines.



Type 4: Triple Booth

- **Dimensions:** 9 m wide × 2 m deep × 2.4 m high
- Includes three (3) blank walls:
 - One wall of 9 m wide × 2.4 m high, and
 - Two walls of 2 m wide × 2.4 m high
- **Included elements:** 3 counters, 6 chairs, 3 round tables (80 cm diameter), Fascia with organization name, 6 electrical outlets, 6 spotlights, 1 wastebasket. The two walls on the sides are shown in the image with dimension lines.



13. Examples of Branded Stands (Photos)

Cost per square meter of printed banner for the booth walls:

COP \$150,000 / USD \$37.50, based on an exchange rate of 4,000 COP per USD.

The final exchange rate applied will be the one in effect at the time of the order and payment.



14. Furniture and Additional Equipment Rentals

If you need to rent equipment or additional items for your stand, please place your order through www.icfpexhibitors.com

If you require interpreter services for your stand, please contact i2 Marketing at the following emails: mmorales@idosmarketing.com, carias@idosmarketing.com

For more information about additional items for your stand, branding customization, or general exhibition inquiries, please contact:

Contact: Maria Fernanda Morales

E-mail: mmorales@idosmarketing.com

Phone: +57 310 2155694

Side Event ICFP 2025 Details:

Side events are a vital component of the International Conference on Family Planning (ICFP), providing an opportunity for sponsors and partners to highlight innovations, showcase research, and facilitate in-depth discussions that complement the main conference sessions. These events enhance the overall conference experience and help ensure that the ICFP 2025 theme — Equity Through Action — is brought to life through diverse, interactive, and inclusive programming.

By hosting side events, organizations contribute to a well-rounded conference agenda that engages global stakeholders, elevates priority topics, and drives actionable solutions across the SRHR landscape.

Room Access and Setup:

- Side event organizers may access their assigned rooms 30 minutes before the scheduled start time for setup.
- Organizers are responsible for ensuring all event materials are brought in and removed within the allocated time frame.
- All decoration and display items must be self-standing; nothing may be nailed, taped, or hung on walls or ceilings.
- Any materials brought for display or decoration must also be removed immediately after the event to leave the room as it was provided.

Food and Beverage Arrangements:

- Catering services for side events can be arranged directly with Ágora Bogotá Convention Center.
- Please email your catering requests to ppatino@agora-bogota.com with a copy to dnunez@idosmarketing.com and sponsorships@theicfp.org
- In your request, include:
 - Type of service (coffee, snacks, full meal, etc.)
 - Estimated quantity of attendees
 - Date and service hours
 - Your assigned side event room

Audio-Visual (AV) and Translation Services:

- Standard AV support (projector, screen, microphone) will be available for side events. Orders for technology (computer, ipads, tablets, TVs, etc.) can be placed on the landing page www.icfpexhibitors.com until September 15. Detailed descriptions are available in our online catalog. Order confirmation is subject to payment receipt. This page will go live by August 15.
- If you have additional AV needs or wish to request interpretation services via Wordly, please notify the ICFP team in advance.
- Organizers are responsible for testing presentations or any specialized AV requirements during setup time.

Side events are a unique platform to engage stakeholders, inspire dialogue, and drive meaningful actions aligned with the ICFP mission. We look forward to your event enriching the conference and contributing to a dynamic and impactful experience for all attendees.

OTHER: Participation of Minors at ICFP 2025

A. ICFP 2025 will include the participation of minors aged between 14 and 18. This group will be clearly identified with lanyards and T-shirts in a distinctive color (yellow). It is the responsibility of all adult participants at ICFP to safeguard the safety, well-being, and peace of mind of these minors throughout the entire event including pre-conferences, side events, parallel events, guided visits, and special sessions.

For this reason:

- 1.** It is strictly prohibited to request personal information from a minor and/or to take photos or videos of a minor without the express consent of their legal guardian or responsible chaperone. Likewise, posting photos or videos of minors participating in ICFP is forbidden without a signed image release form from the minor's legal guardian or chaperone.

2. If you have the appropriate consent from the legal guardian or responsible chaperone to post images (including photos or videos) of a minor on media platforms, please ensure that the content respects the dignity and image of the child.
3. It is strictly prohibited to offer alcohol or psychoactive substances to minors.
4. If you witness any unusual or inappropriate behavior by a participant toward a minor, you are obligated to report it immediately to the conference organizing team. If no staff are nearby, please go to the information desk on the first floor of the event center or send an email to info@theicfp.org. All reports will be treated confidentially.
5. Any form of discrimination, humiliating behavior, harassment, violence, abuse (physical, sexual, emotional, or verbal), intimidation, exploitation, or infringement of others' rights is strictly prohibited. If you engage in inappropriate conduct involving a minor, you understand and accept that the incident will be reported to the proper authorities, and you will be permanently removed from ICFP 2025 without refund.

B. ICFP 2025 is committed to creating a safe, inclusive, and respectful space that allows minors to meaningfully participate in the conference.

We encourage all attendees and exhibitors to:

1. Treat minors with respect and ensure their participation is meaningful and safe: listen to them, respect their views, experiences, uniqueness, culture, and beliefs, and remember their participation is voluntary — they must be supported if they choose to withdraw or participate differently.
2. Value the opinions of children and adolescents, take them seriously, and engage with them in ways that nurture their skills

and help them reach their full potential.

- 3.** Ensure that minors feel supported and understood by their community — that they feel heard, respected, and valued.

C. Exhibitors are responsible for screening and validating the background (criminal records) of all staff and volunteers working with them, taking into account the presence of minors at the event.

D. Exhibitors commit to complying with all local and international laws and regulations concerning child protection, including the prevention of child abuse and sexual exploitation.

E. Any form of abuse, exploitation, or harassment is strictly prohibited. Any inappropriate behavior toward a minor by exhibitor staff will result in immediate reporting to the authorities and permanent removal of the offender from ICFP 2025.