



INNOVATION THEATER GUIDELINES

The IDA Innovation Theater provides delegates a networking opportunity. Located in the WTC Golden Hall, presenters can showcase ideas, products, meet industry pioneers, and expand and share knowledge. IDA encourages presenters to promote their Innovation Theater presentation. The presentation schedule is posted on the IDA website and will be promoted on the mobile app.

Below is the criteria and information for reserving presentation time slots.

INNOVATION THEATER GUIDELINES:

Seating Capacity: Fifty (50) - theater style.

Presentation Fee Categories* (Pricing is for 30-minute slots):

1. World Congress Exhibitors – no charge for one 30-minute time slot; fee is applicable for an additional 30-minute time slot; no more than 2, 30-minute time slots per company
2. World Congress Registered Delegate – \$100.00 USD per 30 minute time slot; no more than 2, 30-minute time slots per company (payment by credit card only)
3. Non-Registered Delegate - \$350.00 USD per 30 minute time slot; no more than 2, 30-minute time slots per company (payment by credit card only). Fee includes access to exhibit hall during the day of presentation

*Presenters are allowed up to 5 complimentary guests to attend their presentation.

Time Slot Duration: Thirty (30) minute increments. One hour maximum booking per company.

***Presenters are allowed up to 5 complimentary guests to attend their presentation.**

~ Please retain a copy as your payment receipt and acknowledgement of space reservations~

PO Box 387, 94 Central Street, Suite 200, Topsfield, MA 01983 USA / PHONE: +1.978.887.0410 FAX: +1.978.887.0411,
exhibits@idadesal.org, www.idadesal.org

A/V equipment is included in the presentation fee as follows*:

- a. 7.5 x 10' Stumpfi Screen
- b. 6,000 lumen 1025 x 768 LCD Project
- c. Spandex Wrapped Projection Stand
- d. EV Sxa 100 Speaker System (pair w/stands)
- e. Allen & Heath 10 Channel I Mixer
- f. Shure 12" Podium Microphone
- g. (2) Shure SM58 Aisle Microphones

*If additional equipment is needed, it will be at the cost of the presenter.

Hours of Operation: 2:00pm – 4:00pm (Mon); 10:00am – 4:00pm (Tue-Wed); 10:00am-12:00 noon (Thu)

Application:

1. All reservations must be submitted via the Innovation Theater Application Form.
2. Presenters must reserve a presentation time slot in advance via the application.
3. Applications are required to be submitted by **September 18, 2017** and submitted to mcuzner@idadesal.org.
4. If you are planning to do a presentation, please submit it in a pdf format with your application to:
exhibits@idadesal.org.
5. Once your time slot has been confirmed payment will be required.

Cancellation & Liability Policy:

1. The International Desalination Association (IDA), Sheraton World Trade Center Sao Paulo (SWTC) or ESA Exposition is not responsible for delays, damage, and loss of personal property.
2. Presenters are liable for any damage caused to theater floors, walls, columns, or to standard theater furnishings and equipment. The presenter is responsible for all personal and corporate property placed in Theater space.
3. Cancellation of presentation must be received in writing by **October 1, 2017** in order to receive a refund.

Setup and Breakdown:

Presenters should be at the theater 15 minutes prior to the start of their presentation, and we ask that you breakdown your set up if applicable within 15 minutes after the presentation.

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IDA INNOVATION THEATER APPLICATION

Company/Contact Information

Presenter's Name:

Company:

Mailing Address
(include City/State/Province/Zip Code/Country):

Billing Address (if different than mailing address):

Contact Telephone:

(Please check)

- Exhibitor
- Registered Delegate
- General Public

Email Address:

Presentation Title:

Presentation Description:

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Please check your presentation date and time slot preference below.

Applications must be submitted no later than **September 18, 2017**. Presentation slots are assigned based on the receipt of application.

Day	Monday-Oct 16	Tuesday-Oct 17	Wednesday-Oct 18	Thursday-Oct 19
Theme	Entrepreneurs/Commercial Presentations	Entrepreneurs/Commercial Presentations	Entrepreneurs/Commercial Presentations	Entrepreneurs/Commercial Presentations
Hours:	<input type="checkbox"/> 2:00pm-2:30pm <input type="checkbox"/> 2:45pm-3:15pm <input type="checkbox"/> 3:30pm-4:00pm	<input type="checkbox"/> 10:00am-10:30am <input type="checkbox"/> 10:45am-11:15am <input type="checkbox"/> 11:30am-12noon Lunch Break <input type="checkbox"/> 2:00pm-2:30pm <input type="checkbox"/> 2:45pm-3:15pm <input type="checkbox"/> 3:30pm-4:00pm	<input type="checkbox"/> 10:00am-10:30am <input type="checkbox"/> 10:45am-11:15am <input type="checkbox"/> 11:30am-12noon Lunch Break <input type="checkbox"/> 2:00pm-2:30pm <input type="checkbox"/> 2:45pm-3:15pm <input type="checkbox"/> 3:30pm-4:00pm	<input type="checkbox"/> 10:00am-10:30am <input type="checkbox"/> 10:45am-11:15am <input type="checkbox"/> 11:30am-12noon

Payment Information:

Once your presentation has been accepted, payment must be made immediately. Payments are made by credit card only. Please provide your card information below and fax or email to IDA. If you have any questions, please contact Nancy Pagels at registration@idadesal.org.



Credit Card Number: _____

Expiration Date: _____ Security Code (required): _____ (last 3 digits on back of Visa or MC, 4 digits on front of Amex)

Print Name on Credit Card: _____

Signature of Card Holder: _____

Electronic Signature Required:

*Date:

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