



Rome Cavalieri, a Waldorf Astoria Hotel,
Rome, Italy

Exhibitor Quick Fact Sheet

SETUP: Thursday 18th, 2025

7am – 4pm

(Your exact schedule is to be confirmed directly with Deirdre)

	Platinum	Gold	Silver	Bronze	Full Participation	Early Start Ups
Booth Size	35' x 8'	30' x 8'	20' x 8'	15' x 8'	10' x 8'	6' x 8'
Registrations Included	15	6	4	2	2	1
Chairs		6	4	2	2	2
Gala Dinner Tickets	8	6	4	2	2	-
Award Dinner Acknowledgement	√	√	-	-	-	-
Website & App Logo	√	√	√	√	√	√
Program Book	√	√	√	√	√	√
Attendee Information	√	√	√	√	-	-
Exhibitor Hall Monitor Adds	√	√	√	-	-	-
Congress Bag Insert	√	√	√	-	-	-

WELCOME RECEPTION

Thursday 18th September

6:30pm – 8:30pm

TEARDOWN: Sunday September 21st, 2025, 12pm – 6pm

- Send the Company Logo in PNG format and a short description to support@istaonline.org by July 22nd;
- Send Program Book assets to support@istaonline.org by July 22nd
- Send final Badge Names to support@istaonline.org by July 22nd
- Send congress bag insert, one A4 sheet, (Qty 700) for the attention of Organizer@istaonline.org
- Power requirements: The first KW with power socket is included, additional charges apply to power requirements of more than 1KW (please contact organizer@istaonline.org).
- Your designated load in & out times to be confirmed directly with Deirdre;
- Length and weight of each truck delivering your exhibit equipment required;
- Licence Plate Number and Driver Name and Telephone Number required;

ADVANCE EXHIBIT MATERIAL SHIPPING (Paid by the Exhibitor)

All materials can be sent to the following address **no sooner than 3** days prior to the start of the program:

Rome Cavalieri, A Waldorf Astoria Hotel,
Via Trionfale 169,
00136 Rome,
Italy.

Please label all packages with the name of the conference and the date of the meeting; ISTA Congress September 18th – 21st 2025.

The shipment should be addressed as follows:

NAME OF THE EVENT: ISTA CONGRESS

RECEIVER: name of one of your staff staying in the Hotel (that may provide with a copy of their ID, if requested)

TO THE ATTENTION OF: Rome Cavalieri, A Waldorf Astoria Hotel

NAME OF REFERENCES OF THE HOTEL: Daniele Bordoni (storage attendant)/GIORGIA URICCHIO

giorgia.uricchio@waldorfastoria.com

Packages are accepted from Monday to Friday between 08:00 AM and 03:00 PM **starting 3 days prior** to the conference.

CUSTOMS

For packages arriving from the US/Asia, there is usually a fee to be paid by the receiver – even though shipment fee is paid from the sender. However, the Hotel is not allowed to settle this kind of fee.

For completion of information, there may be times when you may be requested to provide with an Italian VAT number to free shipment from customs.

Please, kindly note that the Hotel is not entitled to provide its VAT number in this very occasion. As the courier issues fiscal invoice for the shipments and the Hotel cannot receive invoices for an unpaid service, due to audit reasons.

The solution we would like to suggest, in order to avoid the shipment to be hold at the Customs, is to require for an EORI number. It is an identification number used by Customs to monitor and track shipments coming into and out of the European Union.

Any courier should have a form you may fill in which also requires a copy of your passport so to activate the creation of the EORI number. This allows the clearance of the goods from the Customs.

Alternatively, we may suggest you to find an Italian counterpart (such as your DMC) which can provide you with the Italian VAT number to clear the goods.

EXHIBITOR IS RESPONSIBLE FOR THEIR GOODS DELIVERED TO THEIR BOOTH SPACE.

Your Booth Number will be emailed to you in due course. For questions, please contact organizer@istaonline.org