



International
Business Conference.
Suriname - Guyana
13-15 October 2026

Hosted by:



Supported by:



Strategic Partner:



From Energy to Industry: Investing in the Suriname - Guyana Value Chain

SPONSOR MANUAL

www.surinamebusinessconference.com

#IBC #IBC2026 #IBCSuriname-Guyana2026



Dear Sponsor,

Thank you for booking your exhibitor package at the **International Business Conference – Suriname (IBC)** taking place from 13-15 October 2026 at [Assuria Event Center](#), Paramaribo, Suriname.

Don't forget to check your travel requirements and book your hotel in Paramaribo! Click here for more information: [Travel & Accomodation](#)

This manual gives all the details you need to prepare for the event.

USEFUL LINKS

- Event At A Glance
- [Venue Information](#)
- [Travel & Accomodation](#)
- Event App
- Register Your Attendees
- Floorplan
- Company Advert & Profile
- Local Partners & Suppliers

REGISTRATION & BADGE COLLECTION

Upon registering to attend, you will receive a registration confirmation email containing your unique QR code. Please bring this QR code with you to collect your badge on site.

Our staff will be available at the **IBC registration desk** during the below timings:

- | | | |
|------------------------|-------|---------------|
| • MONDAY 12 OCTOBER | Setup | 09:00 – 16:00 |
| • TUESDAY 13 OCTOBER | Day 1 | 09:00 – 17:00 |
| • WEDNESDAY 14 OCTOBER | Day 2 | 08:00 – 17:00 |
| • THURSDAY 15 OCTOBER | Day 3 | 08:00 – 17:00 |

IMPORTANT DEADLINES

YOUR ACTIONS (COMPULSARY):		DEADLINE:
LOGO Vector or high-quality raster version	Return by Email More Info below	ASAP
COMPANY PROFILE 100-word company description	Return by Email More Info below	ASAP
REGISTER YOUR DELEGATES If included in contract	Return by Email More Info below	ASAP

REGISTER YOUR EXHIBITORS the personnel staffing your stand	Return by Email More Info below	ASAP
DIGITAL SHOWGUIDE AD if contracted - A4 Full Colour Portrait	Return by Email More Info below	28 September

YOUR ACTIONS (OPTIONAL):		DEADLINE:
Accommodation booking:	Hotel Info Below	ASAP
Book flights:	Flight Info Below	ASAP
Visa (if needed):	Visa Info Below	ASAP
Additional Furniture Hire:	Local Supplier Info Below	Vendor Deadline
Printing & Graphics	Local Supplier Info Below	Vendor Deadline
Transport & Security	Local Supplier Info Below	Check with supplier

DISPLAY AREA TIMINGS (STAND)

BUILD TIMINGS (Display Stands):

Monday 12 October	09:00 – 16:00 (only sponsors)
Tuesday 13 October	08:00 – 13:00 (only sponsors)

Stands must be completed by 13:00 Tuesday 13 October

OPENING TIMES (Display Stands):

TUESDAY 13 OCTOBER	14:00 – 21:00
WEDNESDAY 14 OCTOBER	08:30 – 18:30
THURSDAY 15 OCTOBER	08:30 – 18:00

All stand materials & waste must be cleared from your stand and the hall by 16:00 on Friday 7 February. The organisers are not responsible for any items left on site after breakdown.

YOUR DISPLAY STAND

You have a total space area of 3m (L) x 2m (W) which will consist of:

- Table (6ft L x 1.5ft W)
- 2 Chairs
- 1 electrical socket with standard power consumption

You may decorate your space using your own backdrop display or pop-up banners and distribute marketing collateral to visitors in your area (see example image below).

All display materials must remain within the allocated stand space of 3m x 2m and must not exceed 2.4 metres in height. Displays must be arranged so as not to obstruct the sight lines of neighbouring exhibitors or impede the flow of visitor traffic.



The recommended maximum dimensions of the backdrop banner are 2.4(H)x 3(L)meters

UPGRADE YOUR STAND

An optional upgrade is available through our recommended supplier, **Future One Rentals & Events**.

This upgraded package includes:

- Backdrop - 2.4m (h) x 3m (w) printed with installation (artwork supplied by the client)
- Branded Counter
- 2 x cocktail chairs
- Example image below



The image is just an illustration as an example of the upgrade table top.

Please contact the supplier directly; details are available below in the “*Local Partners & Suppliers*” section. Please refer to the same section should you wish to order any additional items for your stand.

If you have any questions regarding your display exhibition area please contact our operations team at OPS@IBC-Events.com

Rules & Regulations

1. Conference grounds are run by Assuria Event Center

If any damage is caused by exhibitors/sponsors to the property of Assuria, the exhibitor/sponsor will be responsible for any repairs.

2. Sales

“Over the counter” cash sales are not permitted.

3. Promotions

Exhibitors/Sponsors are forbidden to place stickers, signs or posters anywhere in the hall other than within their own stands. Likewise, exhibitors’/sponsors’ representatives cannot distribute brochures and invitations etc. along the aisles or near the entrances and exits.

4. Insurance

Although every reasonable security precaution is taken throughout the build-up, open period, and breakdown, the Organizers will not themselves be held responsible for the safety of articles of any kind brought into the exhibition site by the exhibitors/sponsors, their workers, agents or contractors, members of the public or any person whomsoever – or any loss, damage, or accident which may occur to any exhibitor’s/sponsor’s (or contractor’s) property or personnel.

Exhibitors shall insure, indemnify and hold the Organisers harmless in respect of all costs, claims, demands and expenses to which the Organisers may in any way be subject as a result of any loss or injury arising to any person (including members of the public or the Organisers’ staff, agents or contractors) howsoever caused, as a result of any act or default of the exhibitor/sponsor, his workers, agents, contractors or invitees.

5. Payment Terms

Exhibitors/Sponsors will not be allowed to occupy their space or stand if the payment has not been received by the organiser.

6. Security

The Organisers in conjunction with Assuria will control general security arrangements for the conference. Exhibitors and their staff will not be allowed in the exhibition hall after official hours.

7. Outside Stand Contractors

Exhibitors/Sponsors may appoint their own contractors for stand design and construction subject to approval in writing by the organiser. Exhibitors/Sponsors are responsible and liable for their appointed contractors’ observance of all rules and regulations.

Kind regards,
The Organising Committee of the International Business Conference