



Exhibitors Manual

Main Contact Details

The exhibition for EAA 2017 is organised by Klinkhamer Group.
All enquiries regarding the exhibition should be addressed to:

Klinkhamer Group
Janine Brüll
Senior Project Manager
Tel: +31 (0)6-24 46 57 04
Email: Janine@klinkhamergroup.com

The Conference team including Janine Brüll will be on-site for the duration of the conference including set-up and breakdown.

Venue Contact Details

The address of the venue is:
MECC Maastricht
Forum 100
6229 GV Maastricht
The Netherlands

Set up and Break Down Expo Foyer

The set up times for the exhibition units are Wednesday 30 August between 10.00 and 17.00.

Please be aware that all stands must be completed by 17.00 hrs.

The break down is scheduled Saturday 2 September, from 15.30-19.00.

Please be aware that no exhibitor will be allowed to breakdown before this time.

Refuse bags

A tidy stand starts with effective waste removal. To ensure a clean and pleasant exhibition, we empty all MECC refuse bags on a daily basis. You can buy your refuse bags at the registration desk. The price is €25,00 for 10 bags. MECC Maastricht also separates its garbage. All prices include refuse collection and processing. Please note that MECC Maastricht only collects the refuse bags which they provide. If you wish to use your own refuse bags, you will be responsible for your own waste removal.

All exhibitions need to be dismantled and have items packed and ready for collection on Saturday 2 September from 15.30hrs – 19.00hrs. **It is the exhibitors' responsibility to organise couriers to uplift any materials after the exhibition has closed. Please be advised that there is no on-site storage available and all exhibition areas must be clear at the end of the event.** Exhibitors must ensure that all materials as well as waste material is removed otherwise a charge will be incurred. Anything which is not labelled for collection will be disposed of at the end of the event.

Delivery stand materials prior to the congress

In collaboration with its logistics partner **CEVA Showfreight**, MECC Maastricht offers you a comprehensive service package

- National and international transport of your goods: by air, sea or road transport
- Unloading and loading your goods to/from your stand
- Storage for your empty packaging materials and tools during the trade fair
- Customs clearance
- Other logistics related services

Contact details:

CEVA Showfreight

T: +31 88 0283 117

E: mecc@cevalogistics.com

CEVA Showfreight is the logistics specialist for a host of worldwide events. Please feel free to contact CEVA Showfreight in order to discuss your logistics requirements for an event at MECC Maastricht.

If you would like to deliver your stand materials in advance please contact CEVA Showfreight to ship and deliver your stand materials.

Please know that cost are involved with this service, which will not be covered by the organisation of the conference.

To make use of CEVA's services you can use the attached form and send it directly to CEVA Showfreight.

Please assure that your packages are labeled as follows.

EAA 2017 / 30 August – 2 September 2017

< Name of your company > / <Your stand number >

Before shipping please contact CEVA for the correct delivery address.

The Organisers/Venue cannot accept deliveries on Exhibitors' behalf. Arrangements must be made for a representative of the exhibiting company to be available on the stand and drivers delivering exhibits must be supplied with full information about which stand the delivery is to be made. If this is not arranged, deliveries may be turned away. MECC Conference Organisers cannot take any responsibility for lost or undelivered items.

Delivery stand materials during the set up of the congress/ Offloading Materials

The addresses of the venue is

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Forum 100
6229 GV Maastricht
The Netherlands

During build up please follow the sign MECC – P7 and drive to GATE 18.

The entrance for suppliers will be MECC P7 at GATE 18.

Please make sure to inform drivers by using the MECC Parking Floorplan.



Conference Bag Inserts

If applicable please have your conference bag inserts delivered **in the week of 14-18 August 2017**. Make sure you clearly mention your company name and the fact that it is an insert for EAA 2017. We have 1900 delegate bags.

Please find the delivery address for the bag inserts below:

MeetingLinq bv

Attn. Rob Martens

EAA2017 – Bag insert – Your company name

Pilotenstraat 46

1059 CR AMSTERDAM

The Netherlands

Opening Hours

The exhibition will be open at the following times only:

Wednesday 30 August 18.00 – 20.00

Thursday 31 August 08.00 – 18.00

Friday 1 September 08.00 – 17.30

Saturday 2 September 08.30 – 15.30

You will be able to meet all the delegates at the designated break times as all refreshments are served in the same room as the exhibition.

Travel Directions & Parking

You can download the full location details, maps and helpful information from the website at <http://www.mecc.nl/en/accessibility> and also see the document [MECC Parking Floorplan](#).

What the exhibition fee includes

Exhibitors will have 3m x 2m space (unless prior arrangements have been made with the Congress Organisers). For each 6sqm of Exhibition space booked, the following benefits are provided:

- Access to 1x 220/230 volt socket per stand (please note that power cables will not be provided; exhibitors are requested to supply any power/extension cables required)
- Carpet
- 1 x table (140 x 70) and 2 chairs
- 1 delegate pass with access to all scientific sessions and free social events
- Free tea and coffee
- Company logo displayed on the congress website
- 125 word entry, logo and company contact details printed in the congress programme
- One delegate bag per stand and one abstract book per stand
- Admission to the Opening Ceremony and the Welcome Reception on 30 August
- Admission to the The Annual Party on 31 August (+ 1 complimentary drink)
- Free wifi (hard-wired connections available at an additional cost)

What is not included

- Lunches. Tickets of 15 euro per day can be booked only up front, by using the Excell Registration Sheet
- Free public transportation in Maastricht (by showing your conference badge). ***This was cancelled due to a change of provider***
- No additional electricity, tables and chairs will be provided unless booked in advance
- No Shell Scheme will be provided, unless booked in advance
- Assistance with offloading/loading of materials onto stand
- Refreshments during set up and breakdown

- Storage space for materials – all packaging materials must be taken away straight after set up
- Additional exhibitor badges will be charged at 85 euro per person for the whole conference
- All exhibition staff and additional staff need to register with Janine Brüll at Janine@klinkhamergroup.com . Please use the Excell Registration Sheet.

Badge

All exhibitors (and participants) must wear the conference badge. Entrance to meeting halls and exhibition area will not be permitted to any person without a badge. You will receive a badge at the registration desk.

Language

The official language of the congress is English.

Website

Detailed and up to date information about the conference is available at www.eaa2017maastricht.com
Please visit the website regularly.

General Information

Cleaning/Janitorial

All common event areas: Registration and foyer areas, aisles and feature areas will be cleaned on a daily basis. Building cleaning staff will not enter any exhibit for the purpose of sweeping or dusting. It is suggested that exhibitors, at the end of each day, sweep out their booths/area, placing waste material in the aisle, so that it may be removed during the night. No refuse (empty crates/cartons) may be placed in the aisles during the opening hours of the exhibition. Exhibitors must keep the floors in their booth(s)/area clean. Please note that the building is open to the public and care should be taken regarding the display/storage of expensive items. The individual security of the stands and exhibits lies with the responsibility of each Exhibitor. Valuables should be locked away overnight and at any times the stand is un-manned. Additional care should be taken during exhibition build and breakdown. Please ensure that you have adequate insurance.

Food Service and Alcoholic Beverages

Food and/or beverage service from exhibit booths must be supplied by the on-site Caterer (Maison van den Boer). There is no exception to this rule and any booth who offers refreshments not supplied by the caterer or who have not agreed a 'corkage or food handling fee' in advance will be required to pay a penalty to the caterers. Alcoholic beverages may be consumed in designated booths during specific social functions.

Infectious or Dangerous Materials

No exhibitor shall display, bring on the premises or solicit any substance or material that is infectious or dangerous to the health and safety or wellbeing of attendees.

Insurance/Liability

Exhibitors wishing to insure their exhibit materials, goods, and/or equipment against theft, damage by fire, accident or loss of any kind should do so at their own expense.

No Smoking

Smoking - In line with legislation smoking is not permitted within the premises or in any enclosed spaces within the Centre.

Safety Regulations

Every designated exit shall be continuously maintained free of all obstructions or impediments for immediate use in case of fire or emergency.

Security

Security at the MECC is peripheral only, EAA 2017 and the venue will assume no liability whatsoever for loss or damage through any cause of goods, exhibits and other materials owned rented or leased by the Exhibitor. Inbooth security is the responsibility of and at the expense of the exhibitor. Individual security may be arranged through the MECC.

Show Rules and Regulations

These rules are designed to ensure safety and fairness to all exhibitors. All exhibits must be freestanding and self-supporting. Management reserves the right to restrict exhibits, which, because of noise or any other reason become objectionable; also to close, without indemnity, the exhibit of any exhibitor who refuses, after notice to conform to the rules which apply to all exhibitors.

All dimensions and locations shown on the official floor plan are preliminary and are subject to change. Exhibit Management reserves the right to make any modifications that may be necessary.

Each Exhibitor is responsible for the protection of the visitor. Sharp objects and other hazards may be declared unsafe and Exhibit Management reserves the right to order their removal or correction.

Exhibitors showing equipment in operating condition must ensure the safety of visitors, operators and other personnel. Displays, demonstrations and the distribution of advertising material are not permitted outside limits of the exhibit space.

Labour and Relocation Information

Exhibit Labour Requirements

Exhibitors must set up, operate and dismantle their own displays using their own staff and employees.

Stand Relocation

EAA 2017 reserves the right to assign space in areas other than those selected by the exhibiting company.

Relocations will be made only after consultation with the exhibiting company.

Electrical

The Organisers reserve the right to disconnect the electrical supply to any installation, which in the opinion of the Electrical Engineers, is dangerous or likely to cause annoyance to visitors or Exhibitors.

Camera/Recording

Some of the sessions may be filmed. Any unauthorised audio, video or photographic recording equipment is not allowed in sessions or the exhibit hall unless prior arrangements have been agreed with the congress organisers.

Emergency Procedures

In the event of an emergency MECC staff will direct you to the nearest safe exit.

Health and Safety

First aid is available at the venue should you require any assistance please contact the nearest member of staff.

Terms and Conditions for Exhibitors

Download the Terms & Conditions here:

<http://www.mecc.nl/en/exhibitors/terms-conditions>

Please note that booking for EAA 2017 will be deemed as agreement to these terms and conditions.