

Exhibitors' Manual

BOOTH INFORMATION

The exhibition will take place on August 24-25-26 2009 at the Hotel InterContinental Budapest (*address: H-1052 Budapest, Apáczai Csere János u. 12-14.*) and will be located in the central areas.

Space is limited at the Hotel InterContinental Budapest, so be sure to complete and return your application immediately. Space is available on a first-come, first-served basis. The deadline for application is **31 May 2009**. Please, note that only less frequented places can be provided to late applicants.

APPLICATION – SPACE ASSIGNMENT

The Application for Exhibition Space must be filled in, signed with a legally competent signature and delivered to the ECC'09 Local Secretary (hereinafter Local Secretary). Special wishes regarding placement of the tables will be given all possible consideration, but placement demands as a condition of registration on the part of the exhibitor cannot be recognized.

PURPOSE OF THE EXHIBITION – ADVERTISING

The tables may be used for exhibiting and advertising the exhibitor's own products. Selling/purchasing books, journals, etc. is also possible in the booth of the exhibitor. Advertising materials may be distributed only within the stand. During exhibition hours all tables must be continually staffed. Companies which are not exhibitors are forbidden to advertise in any way.

EXHIBIT HOURS

Monday, 24 August	08.30 – 16:30
Tuesday, 25 August	08.30 – 16:30
Wednesday, 26 August	08.30 – 16:30

Exhibitors can expect the largest number of attendees to visit their booths during breaks.

As a courtesy to the registrants, we ask that your table be opened on time each morning and staffed during exhibit hours.

SUBLEASING – ACCESS PERMISSION

Partially or wholly subleasing or otherwise relinquishing a stand to a third party as well as private agreements for exchange of tables or floor space between two exhibitors is prohibited.

METHOD OF PAYMENT / CANCELLATION POLICY

The rental sum is to be paid, without charges for the beneficiary.

Cancellation fee: 50% of total space costs if rental is cancelled before 31 May 2009, 100% thereafter. The prices include VAT (20%).

Place of jurisdiction: Budapest, Hungary.

SHIPPING AND HANDLING OF EXHIBITOR'S MATERIALS

Masped Expo Kft. has been designated as the official contractor for custom brokerage, handling services, and storage services for the exhibition. The consignment address for direct shipments is as follows:

Contact: Mr. Tibor DANKÓ / Masped Expo Kft.
mobile: +36-30-999-0136, e-mail: tdanko.expo@masped.hu
phone: +361-263-6110, fax: +361-263-6109

All international shipments should be sent directly to the custom broker Masped Expo Kft., who will send these shipments to the exhibition area. To assure that your exhibit material arrives on time, check with your carrier to allow ample time for delivery.

STORAGE

Storage will be available for exhibits **ONLY** on 24-26 August 2009 before and after the opening hours.

SECURITY

The Local Secretariat **assumes no liability whatsoever for loss or damage, through any cause, of goods, exhibits.**

CERTIFICATE OF INSURANCE

The Local Secretariat does not provide insurance for exhibitor's property. Exhibitor must insure their exhibit materials damage by fire, accident or loss of any kind.

LIABILITY

The exhibitor is liable for all damages caused by himself, by his staff, by his visitors and clients and by any agent acting for him; the exhibitor indemnifies the Local Secretariat in all such cases. The Local Secretariat recommends that the exhibitors take out an insurance policy to cover damage to their furnishings and fittings during entire time of the exhibition, including the time allotted for setting up and dismantling, as well as during the exhibition days themselves, as the Local Secretariat is not liable for personal or property damage.

ACCOMMODATION

Hotel information is available on our website at: <http://www.conferences.hu/ecc09>

EXHIBITION COORDINATOR

Should you have any questions, please, contact Eva Thiry at: thiry@sztaki.hu