



EXHIBITION FINAL INSTRUCTIONS

Greetings! Please find below the information you require for to participate in the 3rd European Radiological Protection Week 2018 (in short: ERPW 2018).

The five-day programme includes a large conference, workshops, short courses, technical exhibition, student programme presenting the latest developments in radiological protection.

Coffees and lunches as well as different activities will take place in and around the exhibition area.

EXHIBITOR OPTIONS

Please find information below on the different options; you can choose between:

- 1) Space only
- 2) Standard Booth Package
- 3) Tailor Made Booth (Made to Measure)

A basic exhibitor package includes:

- One free registration for every 4m² exhibition space booked
- Company logo under Exhibitors on the Congress Supporters Webpage
- Company logo on the Congress Final Programme
- Company name in the Plan of the Venue
- Free participants list

EXHIBITOR BADGES AND REGISTRATION

Exhibitor Badges

For security reasons, Booth personnel, Company Representatives, must wear their ERPW2018 name badges **at all times.**

Please inform Organizers at supporters@erpw2018.com about **the names of the representatives for whom you require badges.** Additional registrations must be purchased.

The deadline for providing this information is **21.09.2018**. Badges will not be mailed in advance. They should be collected from the Registration /Exhibition Desk upon arrival.



The number of free exhibitor badges per company varies according to booth size; please refer to the table below for details. Company Representative badges permit access to the exhibition only. Replacement/Lost/On-Site Badges - €10.00 each.

4 - 6 m ²	1 Badge
8 - 10 m ²	2 Badges
12 - 14 m ²	3 Badges

GENERAL INFORMATION

Build up, Opening and Breakdown Timings

Build-Up

Built only / Shell scheme exhibitors

MOVE IN

September 29th 2018 17:00 – 19:00

October 1st 2018 08:00 – 09:00

All booths MUST be complete and ready for inspection by 9:00 on 1.10.2018.

Exhibition Opening

October 1st 2018 10:00 – 18:00

October 2nd 2018 10:00 – 18:00

October 3rd 2018 10:00 – 18:00

October 4th 2018 10:00 – 18:00

October 5th 2018 10:00 – 14:00

Booths must be open for viewing and staffed during these hours. Build up/dismantling will not be permitted during the times listed above.

Breakdown

Exhibitors are not permitted to remove exhibits or commence dismantling booths before 14:00 on 5.10.2018.



All exhibits, boothfitting and display materials must be removed by 16:00 on 5.10.2018, unless additional time has been approved in advance by the Organisers. Exhibitors will be charged for unauthorised use of additional time and for the disposal of any materials remaining in the halls after this time including any consequent venue hire costs.

Accommodation

Exhibitors wishing to book accommodation should go to Registration and Accommodation <https://erpw2018.com/registration/register-2/>.

Parking

Parking is available in close proximity to the hotel with no prior notice necessary and is free of charge for guests of the hotel. Parking in a private garage can be paid at the reception desk (daily fee is 14 EUR).

Congress Programme

For full details regarding the programme check:
<https://erpw2018.com/programme/preliminary-programme/>

Internet Access/W-LAN

Free wireless connection is available at the hotel (exhibition area and congress hall).

Leaflet Distribution

Leaflets, publicity material, giveaways or other promotional material may not be distributed from anywhere else than the exhibition booth. Leaflets displayed or distributed at any other point throughout the venue will be removed and destroyed by the Organizers.

Conduct of Exhibitors and Representatives

The Exhibition Organizers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other exhibitors or visitors. Business must be conducted only from the Exhibitor's own booth and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition.



PROMOTIONAL OPPORTUNITIES

Final Programme Advertising and Editorial Entries

Information concerning the exhibition, including exhibitor company data and company logo, will be included in the 3rd ERPW 2018 Rovinj Final Programme.

Exhibitors are requested to provide the Organisers with their company data and a logo. The editorial entry should include the following details:

1. Company Name
2. Company Addressline 1
3. Company Addressline 2
4. Company ZIP
5. Company City
6. Company State
7. Company Country
8. Company Phone
9. Company Fax
10. Company Email
11. Company Website Address
12. Booth No
13. Company logo

Please complete the **Final Program Editorial Entry**, **NO LATER THAN 21.09.2018.**

Hanging Sign (Booth Banner)

A fascia with a name board on the front side of the booth is included. Hanging Signs (Booth Banners) size must be maximum 194 cm wide and 31 cm high. Hand written signs are not permitted.

Please provide a company **LOGO for the Hanging Sign**, **NO LATER THAN 21.09.2018.**

Exhibitor Handouts/Gifts

Booth handouts should be inexpensive and relevant to the recipient's work. An inexpensive gift means one which has cost the donor company no more than €5.



SAFETY REGULATIONS

Smoking

Smoking is not allowed at the venue; this is a non-smoking event.

Damage to the Venue Premises

Nails, screws or other fixtures may not be driven into any part of the premises, including floors. Nor may any part of the premises be damaged or disfigured in any way. Should any such damage occur, the Exhibitor responsible will be invoiced for any repair charges.

Waste Disposal

It is the responsibility of the exhibitor to ensure that all debris and waste material including boxes for packaging arising from his booth construction and booth dismantling are completely removed from the exhibition area prior to the opening of the exhibition and at the end of the event. Failure to comply with this procedure shall render the exhibitor liable for the cost of clearance by the organizer.

Exhibit Booth Inspection

The Exhibition Organizer and Exhibition Manager and the venue representative will conduct a walk-through inspection to ensure compliance with all applicable booth space use and safety regulations. The venue, Exhibition Manager and Organizer refuse to accept any responsibility if the Safety Committee decides to close a booth because the Exhibitor has not respected the safety rules of the event or venue or hosting country.

Storage of Empties

No refuse (e.g. empty cartons, crates or shipping/packing materials) may be left behind in your booth or in the aisles. If any Exhibitor or his contractor(s) leave such materials behind, the costs of removing will be charged to the Exhibitor.

ORDER FORMS – IMPORTANT DEADLINE DATES

Orders will only be registered in receipt of the complete payment for the supplies which must be made in Euros by bank transfer or credit card. If you need to make any additional order less than 5 days before the Exhibition opening, please send it as a special request to the Organizers at supporters@erpw2018.com.



IMPORTANT:

Please send **the names of the representatives for whom you require badges,**

Please complete the **Final Programme Editorial Entry,**

Please send a **COMPANY LOGO for the hanging sign - booth banner (194 x 31 cm)**

NO LATER THAN 21.09.2018.

We stand by to answer any question you might have.

We wish you a successful week at ERPW 2018 Rovinj!

ERPW Organizing Team