



### **Exhibition space**

- Any agreements concerning the Information Market should be made with the contact persons of the Committee "Biotechnische Dagen", not with the congress venue.
- Exhibition space is available per linear metre, with a minimum of 3 meters, for the duration of two congress days. The depth of a stand is 2 or 3 meters. Requests for a stand with a different depth should be made by sending an e-mail to [infomarkt@biotechnischevereniging.nl](mailto:infomarkt@biotechnischevereniging.nl)
- Participants of the Information market are requested to set up their stand within the previously reserved and marked space.
- Stands can be built up on Tuesday 6<sup>th</sup> of November 2018 between 10am and 6pm and for small stands also on Wednesday 7<sup>th</sup> of November between 8.00 and 8.30am. There are to be no exceptions to these timeframes. All stands have to be completed by the opening of the Information Market at 8.30 am.
- The entrance door is 490 cm height and width. A truck and a trolley are available on request.
- The following extras are included: the stand frame, 1 power point of 220 V, open Wi-Fi and 1 table with 2 chairs or a high table with 2 stools.
- The stand frame has built-in lighting, exhibitors who construct their own stand are also responsible for their own lighting.
- We can also supply additional facilities such as internet connection, higher voltage power supplies, table skirts and extra chairs and tables. A charge will apply.
- The exhibitors owners are only allowed to hand out promotional objects from their own stand.
- Food and beverages may only be supplied and distributed through the congress venue. Participants with special dietary requirements can contact the venue directly.
- The disassembling and removal of the exhibition stands is allowed from Thursday 8<sup>th</sup> of November, after the tea break at approximately 4pm. As the Information Market is adjacent to the lecture room, no noise is allowed until the end of the program.
- Please leave the congress venue tidy! Cleaning expenses may be charged to individual stand holders.

### **Registration**

- A basic floor plan can be found at the website [www.biotechnischevereniging.nl](http://www.biotechnischevereniging.nl), Stands with a depth of 3 metres.
- Any additional costs from the conference venue due to changes in registrations will be charged to the stand holder after the congress.

### **Invoice**

- The company details (name and address) that are used on the registration form will also be used on the invoice; details cannot be changed at a later point.
- The final invoice will be sent around the 1st of October, based on the number of registered meters, persons and overnight stays. Any additional charges will be added after the conference.

### **Finally**

- In case of misunderstanding or uncertainty, the contact person from the "Biotechnische Dagen", will be your first point of contact.
- The hall in which the information market takes place will be locked at the end of each congress day. Nevertheless we would still like to emphasise that valuable goods should not be left unattended. The "Dutch society for animal technology" and the congress venue are not responsible for any stolen or lost goods.
- The location of electricity points, emergency exits and fire hoses are marked on the floor plan. These must remain accessible during the conference.