



# EURO GEO WARSAW 2022



4-7 SEPTEMBER

## EXHIBITOR'S MANUAL

### Conference secretariat:

Mazurkas PCO  
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[exhibition@eurogeo7.org](mailto:exhibition@eurogeo7.org)

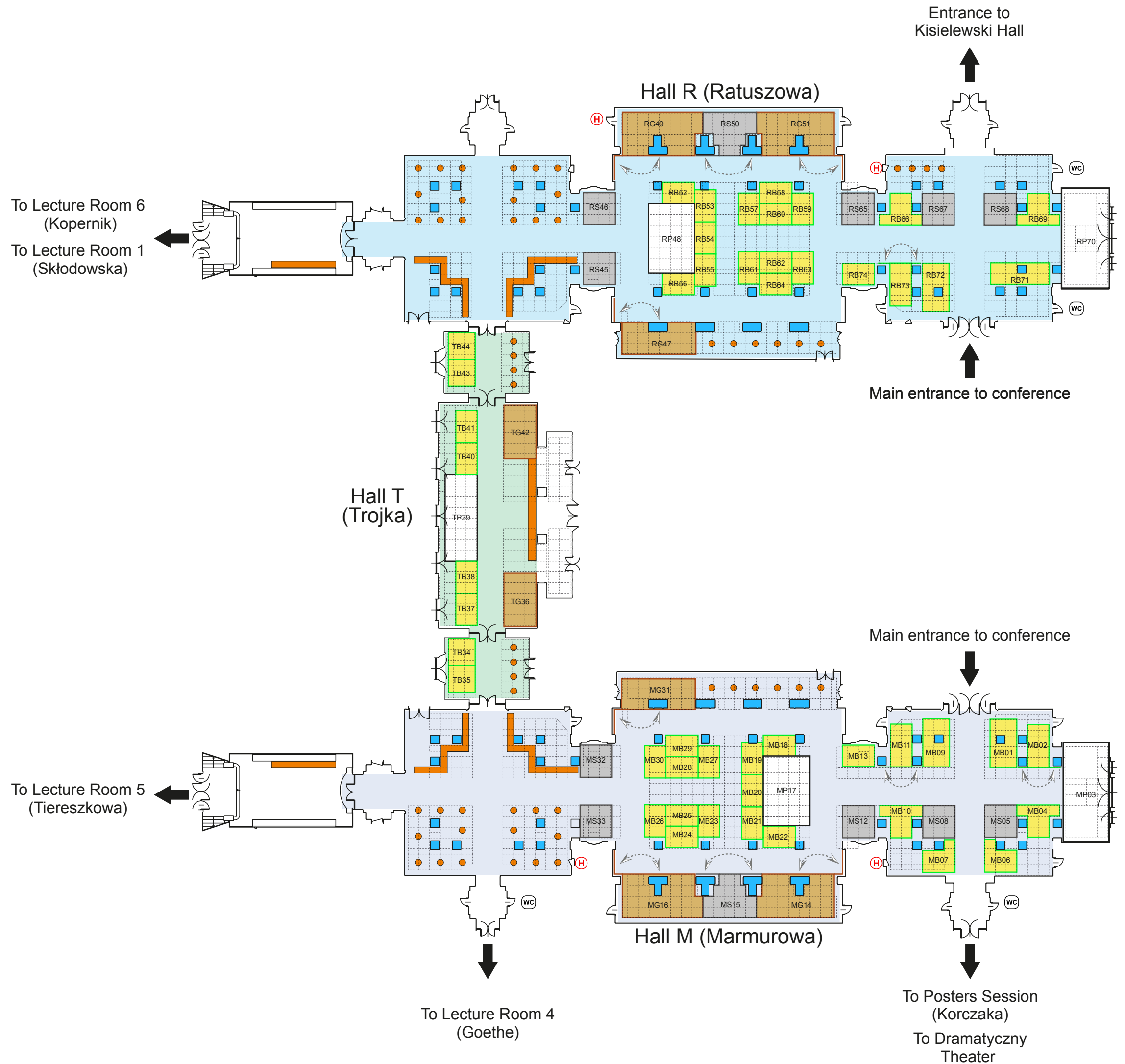


[eurogeo7.org](http://eurogeo7.org)

# Exhibition plan

## legend:

- platinum sponsor (min. 24m<sup>2</sup>)
- gold sponsor (min. 15m<sup>2</sup>)
- silver sponsor (min. 9m<sup>2</sup>)
- basic exhibitor (min. 6m<sup>2</sup>)
- catering area
- pillars
- additional display area available to exhibitor
- grid 1x1m



# BOOTH DESCRIPTION

## Platinum Sponsor (min 24 m<sup>2</sup>)

<b>MP03</b>	25 m <sup>2</sup>	there is a huge window on the back of the booth with a panoramic view of Warsaw, close to the main entrance.
<b>MP17</b>	27 m <sup>2</sup>	located in the middle of the exhibition hall, next to the main passage.
<b>TP39</b>	24 m <sup>2</sup>	located next to the catering area.
<b>RP48</b>	26 m <sup>2</sup>	located next to the passage.
<b>RP70</b>	25 m <sup>2</sup>	there is a huge window on the back of the booth overlooking panorama of Warsaw, close to the main entrance

## Gold Sponsor ( min 15 m<sup>2</sup>)

<b>MG14</b>	23 m <sup>2</sup>	features an additional advertisement space: T- shape pillar that is a part of the booth (Attention: graphics can only be stuck onto the walls protecting the pillar not directly onto the pillar) and the wall on the right side of the booth.
<b>MG16</b>	24 m <sup>2</sup>	features an additional advertisement space: T- shape pillar that is a part of the booth (Attention: graphics can only be stuck onto the walls protecting the pillar not directly onto the pillar) and the wall on the right side of the booth.
<b>MG31</b>	17 m <sup>2</sup>	features an additional advertisement space: the pillar that is a part of the booth (Attention: graphics can only be stuck onto the walls protecting the pillar not directly onto the pillar) and the wall on the left side of the booth.
<b>TG36</b>	15 m <sup>2</sup>	located next to the catering area.
<b>TG42</b>	15 m <sup>2</sup>	located next to the catering area.
<b>RG47</b>	17 m <sup>2</sup>	features an additional advertisement space: the pillar that is a part of the booth (Attention: graphics can only be stuck onto the walls protecting the pillar not directly onto the pillar) and the wall on the left side of the booth.
<b>RG49</b>	24 m <sup>2</sup>	features an additional advertisement space: T- shape pillar that is a part of the booth (Attention: graphics can only be stuck onto the walls protecting the pillar not directly onto the pillar) and the wall on the right side of the booth. One disadvantage of this booth is an emergency door installation on the back wall of the booth that is required for access to the fire hydrant.
<b>RG51</b>	24 m <sup>2</sup>	features an additional advertisement space: T- shape pillar that is a part of the booth (Attention: graphics can only be stuck onto the walls protecting the pillar not directly onto the pillar) and the wall on the left side of the booth.

## Silver Sponsor ( min 9 m<sup>2</sup>)

<b>MS05</b>	9 m <sup>2</sup>	booth is located next to the main entrance, it is close to the registration desk and is on the way to the poster session hall and lecture hall.
<b>MS08</b>	9 m <sup>2</sup>	booth is located next to the main entrance, it is close to the registration desk and is on the way to the poster session hall and lecture hall.
<b>MS12</b>	9 m <sup>2</sup>	booth is located next to the main passage.
<b>MS15</b>	15 m <sup>2</sup>	booth is located next to the main passage and features an additional advertisement space on two pillars located on both sides of the booth (Attention: graphics can only be stuck onto the walls protecting the pillar not directly onto the pillar).
<b>MS32</b>	9 m <sup>2</sup>	booth is located next to the main passage.
<b>MS33</b>	9 m <sup>2</sup>	booth is located next to the main passage.
<b>RS45</b>	9 m <sup>2</sup>	booth is located next to the main passage.
<b>RS46</b>	9 m <sup>2</sup>	booth is located next to the main passage.
<b>RS50</b>	15 m <sup>2</sup>	booth is located next to the main passage and features an additional advertisement space on two pillars located on both sides of the booth (Attention: graphics can only be stuck onto the walls protecting the pillar not directly onto the pillar).
<b>RS65</b>	9 m <sup>2</sup>	booth is located next to the main passage, close to the lecture hall.
<b>RS67</b>	9 m <sup>2</sup>	booth is located next to the main passage, close to the lecture hall.
<b>RS68</b>	9 m <sup>2</sup>	booth is located next to the main passage, close to the lecture hall.

Basic Exhibitor (min 6m<sup>2</sup>)

<b>MB01</b>	10 m <sup>2</sup>	next to the main entrance, it is one of the first booth visited by participants. There is a marble pillar in the middle that can be used as advertisement space (Attention: graphics can only be stuck onto the walls protecting the pillar not directly onto the pillar).
<b>MB02</b>	8 m <sup>2</sup>	booth is located next to the main passage with additional advertisement space on two pillars located on both sides of the booth (Attention: Please know that all graphics can be stuck only on the walls protecting pillar not directly on it).
<b>MB04</b>	8 m <sup>2</sup>	T-shape booth that is located close to the main entrance.
<b>MB06</b>	7 m <sup>2</sup>	close to the poster session hall and lecture hall.
<b>MB07</b>	7 m <sup>2</sup>	close o the poster session hall and lecture hall. One disadvantage of this booth is an emergency door installation on the back wall of the booth that is required for access to the fire hydrant.
<b>MB09</b>	9 m <sup>2</sup>	next to the main entrance, it is one of the first booth visited by participants. There is a marble pillar in the middle that can be used as advertisement space (Attention: Please know that all graphics can be stuck only on the walls protecting pillar not directly on it).
<b>MB10</b>	8 m <sup>2</sup>	T-shape booth that is located close to the main entrance.
<b>MB11</b>	8 m <sup>2</sup>	booth is located next to the main passage and features an additional advertisement space on two pillars located on both sides of the booth (Attention: Please know that all graphics can be stuck only on the walls protecting pillar not directly on it).
<b>MB13</b>	6 m <sup>2</sup>	next to the main passage.
<b>MB18</b>	6 m <sup>2</sup>	next to the main passage.
<b>MB19</b>	6 m <sup>2</sup>	central location, close to the catering area.
<b>MB20</b>	6 m <sup>2</sup>	central location, close to the catering area.
<b>MB21</b>	6 m <sup>2</sup>	central location, close to the catering area.
<b>MB22</b>	6 m <sup>2</sup>	next to the main passage.
<b>MB23</b>	6 m <sup>2</sup>	central location, close to the catering area.
<b>MB24</b>	6 m <sup>2</sup>	central location, close to the catering area.
<b>MB25</b>	6 m <sup>2</sup>	central location, close to the catering area.
<b>MB26</b>	6 m <sup>2</sup>	central location, close to the catering area.
<b>MB27</b>	6 m <sup>2</sup>	central location, close to the catering area.
<b>MB28</b>	6 m <sup>2</sup>	central location, close to the catering area.
<b>MB29</b>	6 m <sup>2</sup>	central location, close to the catering area.
<b>MB30</b>	6 m <sup>2</sup>	central location, close to the catering area.
<b>TB34</b>	6 m <sup>2</sup>	next to the catering area.
<b>TB35</b>	6 m <sup>2</sup>	next to the catering area.
<b>TB37</b>	6 m <sup>2</sup>	next to the catering area.
<b>TB38</b>	6 m <sup>2</sup>	next to the catering area.
<b>TB40</b>	6 m <sup>2</sup>	next to the catering area.
<b>TB41</b>	6 m <sup>2</sup>	next to the catering area.
<b>TB43</b>	6 m <sup>2</sup>	next to the catering area.
<b>TB44</b>	6 m <sup>2</sup>	next to the catering area.
<b>RB52</b>	6 m <sup>2</sup>	next to the main passage.
<b>RB53</b>	6 m <sup>2</sup>	central location.
<b>RB54</b>	6 m <sup>2</sup>	central location.
<b>RB55</b>	6 m <sup>2</sup>	central location.
<b>RB56</b>	6 m <sup>2</sup>	next to the main passage.
<b>RB57</b>	6 m <sup>2</sup>	central location.
<b>RB58</b>	6 m <sup>2</sup>	central location.
<b>RB59</b>	6 m <sup>2</sup>	central location.



<b>RB60</b>	6 m <sup>2</sup>	central location.
<b>RB61</b>	6 m <sup>2</sup>	central location.
<b>RB62</b>	6 m <sup>2</sup>	central location.
<b>RB63</b>	6 m <sup>2</sup>	central location.
<b>RB64</b>	6 m <sup>2</sup>	central location.
<b>RB66</b>	8 m <sup>2</sup>	T-shape booth that is located close to the main entrance.
<b>RB69</b>	8 m <sup>2</sup>	T-shape booth that is located close to the main entrance.
<b>RB71</b>	9,5 m <sup>2</sup>	next to the main entrance to the exhibition hall, it is one of the first booth visited by participants. There is a marble pillar in the middle that can be used as advertisement space (Attention: Please know that all graphics can be stuck only on the walls protecting pillar not directly on it).
<b>RB72</b>	9 m <sup>2</sup>	next to the main entrance to the exhibition hall, it is one of the first booth visited by participants. There is a marble pillar in the middle that can be used as advertisement space (Attention: Please know that all graphics can be stuck only on the walls protecting pillar not directly on it).
<b>RB73</b>	8 m <sup>2</sup>	features additional advertisement space on two pillars located on both sides of the booth (Attention: Please know that all graphics can be stuck only on the walls protecting pillar not directly on it). Booth is located next to the main passage.
<b>RB74</b>	6 m <sup>2</sup>	close to the main passage.

## BOOTH DESIGN

Platinum, Gold and Silver exhibition spaces are meant for individually designed booths. Upon request the silver booths can be equipped with standard booth walls and equipment similar to basic booth.

Basic booths will be delivered to exhibitors with the following assembly:

- booth will be built with standard walls (Octanorm system)
- equipped with one table, two chairs and one info counter
- grey carpet floor
- 1 electrical outlet
- overhead tile with company name

## CUSTOM BOOTH DESIGN AND CONSTRUCTION

In case of any extra orders please contact Pracownia Sztuk Plastycznych Sp. z o. o. PSP that is recommended by the Organizers.

Upon request, PSP provides the following services:

- Design and construction of stands
- Rental of fully-equipped standard and customized stands
- Installation of stands
- Rental of exhibition materials, carpets, spotlights, tables, chairs, plants & decoration, rental of screens

- Connection to the electricity grid
- Lettering

### **Pracownia Sztuk Plastycznych Sp. z o. o. PSP**

ul. Modlińska 6D, 03-216 Warszawa

tel. +48 728 408 541

+48 664 067 547

psp@psp.com.pl

k.r.galimski@psp.com.pl

Companies using their own contractors must submit a written notification to the Organizers

## **ADDITIONAL REQUESTS**

For any additional requests or questions please contact the Organizers directly Magdalena Klim  
exhibition@eurogeo7.org

## **EXHIBITION INSTALLATION AND DISASSEMBLY**

### **Exhibition must be installed during the following days:**

- September 3, 2022 (Saturday) in the afternoon (12:00-23:59) (Hall M - Marmurowa)
- September 4, 2022 (Sunday) all day (Hall M - Marmurowa, Hall T - Trojka, Hall R - Ratuszowa)
- All individual booth installation dates and times must be confirmed with the Organizers directly by emailing exhibition@eurogeo7.org
- Organizer will run an Exhibitor Assistance Desk during the set-up hours and the opening hours of the exhibition.
- Booths must be disassembled and removed from the venue after the closure of the exhibition on Wednesday, September 6 from 17:00 hrs onwards.
- On Wednesday, the halls will remain open between 17.00 hrs and 24.00 hrs to allow for removal of booths
- Booths that are not removed by 24.00 hrs on Wednesday will be removed by the organizers at the exhibitor's expense.

## **SUBMISSION OF FLOOR PLANS**

### **Deadline for submission of Floor Plans: January 15, 2021.**

- All exhibitors are required to submit a floor plan of their booth to the Organizers for approval.

# VENUE REGULATIONS

## Unloading/Loading/Storage/Transport

- All delivery trucks/vans/cars must register their license plates with the venue
- Upon registration, a permit will be provided, authorizing entrance to the loading/unloading area
- Note trucks are required to obtain an additional permit in order to enter the City of Warsaw

## On-site unloading procedure

Schedules for loading and unloading will be determined by the Organizers and the Venue Logistics Department.

All entry of vehicles into the Venue Loading Bay have to be approved by the Venue Logistics Department.

Once the vehicle has been granted approval to enter the Loading Bay, the following procedure should be followed:

- All trucks and vans must enter one by one.
- The speed limit of 10 km/hour must be strictly observed inside the Loading Bay.
- Time limits for loading and unloading will be enforced. If the established time limits are not respected, the offending vehicles might be prevented from entering the Loading Bay.
- Lifting platforms may not be used without the supervision of the Venue Logistics Department.
- It is forbidden to load and unload material using the passenger lifts instead of the service lifts (the Loading Bay is duly signaled to avoid mistakes).
- Personal cars will not be allowed into the Loading Bay unless authorized by the venue.
- The Venue Logistic Department will determine the maximum number of vehicles inside the building at any given time.
- Engines have to be turned off during loading and unloading.
- Vehicles not meeting minimum safety requirement or showing any leaks will not be allowed to enter the Venue.
- The Venue Logistics Department will have the final say on the loading/unloading procedure. In case of any doubt or for clarification please consult the Venue Logistics Department.

## Cargo Lift

- All materials and equipment need to be moved using the cargo elevator.
- The dimensions of the elevator is: 255 x 165 x 245cm (length, width, height), individual parcels cannot exceed these dimensions.
- The maximum floor load at the Venue is 400 kg/m<sup>2</sup>.

## Storage

The venue does not have any storage facilities. Exhibitors need to remove any boxes and packaging materials before the exhibition start.

Exhibitors are requested to contact ExpoSped in order to arrange storage.

## Other

- Nothing should be stored outside of the designated areas. Any obstructions to the corridors, evacuation routes around the Venue will be removed at owner's expense.
- Upon closing of the exhibition, each Exhibitor must dismantle and collect all of their materials and equipment.
- Custom exhibition booth require drawings and fire proof certification
- Access to fire safety equipment should be maintained clear at all times. Booths can employ curtains in order to cover up the equipment and allow for easy access. Fire safety equipment will be marked by an H on the venue map.

# GENERAL REGULATIONS

- A company representative should be present at their booths during assembly and disassembly and to receive their deliveries
- Each company is responsible for installing and removing its own booth, without causing any damage to the halls or the entrance of the halls.
- Exhibitors are expected to leave their locations in the same conditions as initially received.
- All exhibits must be carpeted (the corridors of the exhibition area will be carpeted by the organizers).
- The maximum height of any exhibits must not surpass 3 meters.
- Maximum floor load: 400 kg/m<sup>2</sup>
- The "pull and release" (RIA) levers installed to clear the halls of smoke are to remain accessible at all times.
- It is prohibited to nail, screw or stick items on the structure (walls, ceiling, pillars, doors, elevators, etc.) Any damages to the structures may be invoiced to the exhibitor.
- It is absolutely prohibited to carry out any work that will impact: smoke, water or compressed air ducts, electric or telephone circuits, water or waste pipes, elevators, lifts and pipelines, drilling of holes for posting or sealing, removal of doors, etc.
- All materials used for the construction of the exhibits and all equipment displayed during the exhibition must be fireproof (certificates required).
- General cleaning of the conference common areas will be performed each morning. For extra cleaning service please contact the Organizers.
- No information or advertisement should be displayed outside of the booth without the **explicit approval of the Organizers**.
- Do not leave booths unattended while visitors are still in the hall
- IMPORTANT: Exhibitors should be cautioned about obstructing their neighbors with decorations or bulky furnishing. Complaints will be dealt by the Organizing Committee.
- **Repair of damages subsequent to the non-observance of the above clauses will be entirely at the exhibitor's expense.**



- We advise not to leave any valuable equipment at the exhibits when not manned.
- The Organizing Committee reserves the right to modify the exhibition floor plan at any time.
- All use of hazardous or prohibited materials (radioactive materials, gases, etc.) must be approved of by the Organizers.

## SHIPPING AND CUSTOMS CLEARANCE

Shipping & Customs clearance is handled by:

**ExpoSped Sp. z o.o. official forwarder for EuroGeo7**

**Mr. Piotr Berus, Operations Director**

Fairs & Exhibitions Logistics

ul. Pradzynskiego 12/14; 01-222 Warszawa

tel. +48 22 2567172; fax.+48 22 2567173

*piotr.berus@exposped.com.pl*

**www.exposped.com.pl**

### Shipping procedure

- Contact ExpoSped Sp. z.o.o. before sending any materials in order to confirm and validate charges
- Shipments must NOT be sent to the Venue directly
- All shipments must be sent as D.D.P. (Delivered Duty Paid)
- Very important: For all exhibitors outside the European Union, please contact ExpoSped Sp. z. o.o. in order to arrange customs procedures.
- ExpoSped Sp. z.o.o will not be responsible for any shipments sent through courier delivery companies such as DHL, UPS, FEDEX.

**The Organizing Committee, the Venue and Mazurkas Travel will not get involved with any delivery, storage and customs-related formalities.**

## EUROGEO 7 EXHIBITION CANCELLATION POLICY

1. Payments should be done in two instalments:
  - 50% upon confirmation of reservation
  - and the remaining balance to be paid by 8 December 2020
2. Booth or sponsorship cancellations received on or after the 1st of April 2020 will be charged a fee equal to 100% of the total cost of the package. The organizers will consider a refund (less 25% cancellation fee) only in case a replacing Sponsor or Exhibitor will be found.
3. The Organizers may terminate the booking immediately, withhold from the Exhibitor possession of the exhibit space, all related Exhibitor benefits, and retain all fees paid if (a) the Exhibitor fails to pay all fees within the specified dates or (b) the Exhibitor fails to comply with the Exhibitor's manual.