

Exhibition Manual



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SECTION 1 – GENERAL INFORMATION

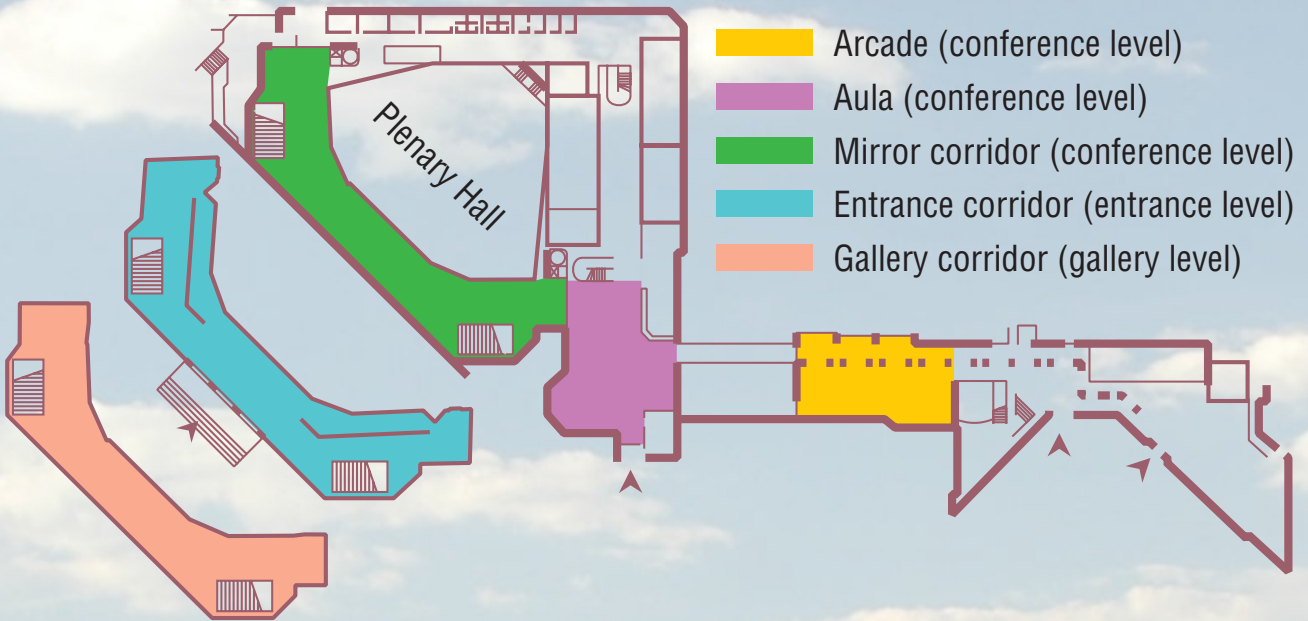
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- 1.9 General conditions and insurance**



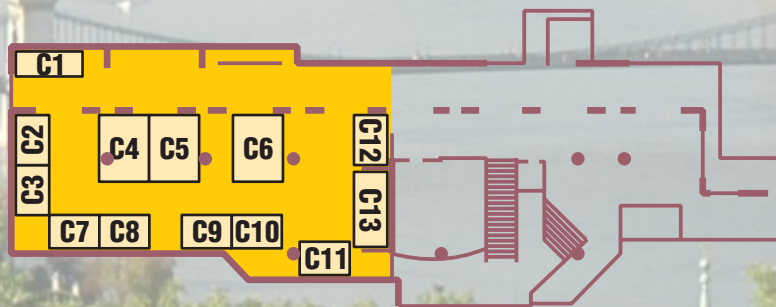
1.1 List of exhibitors

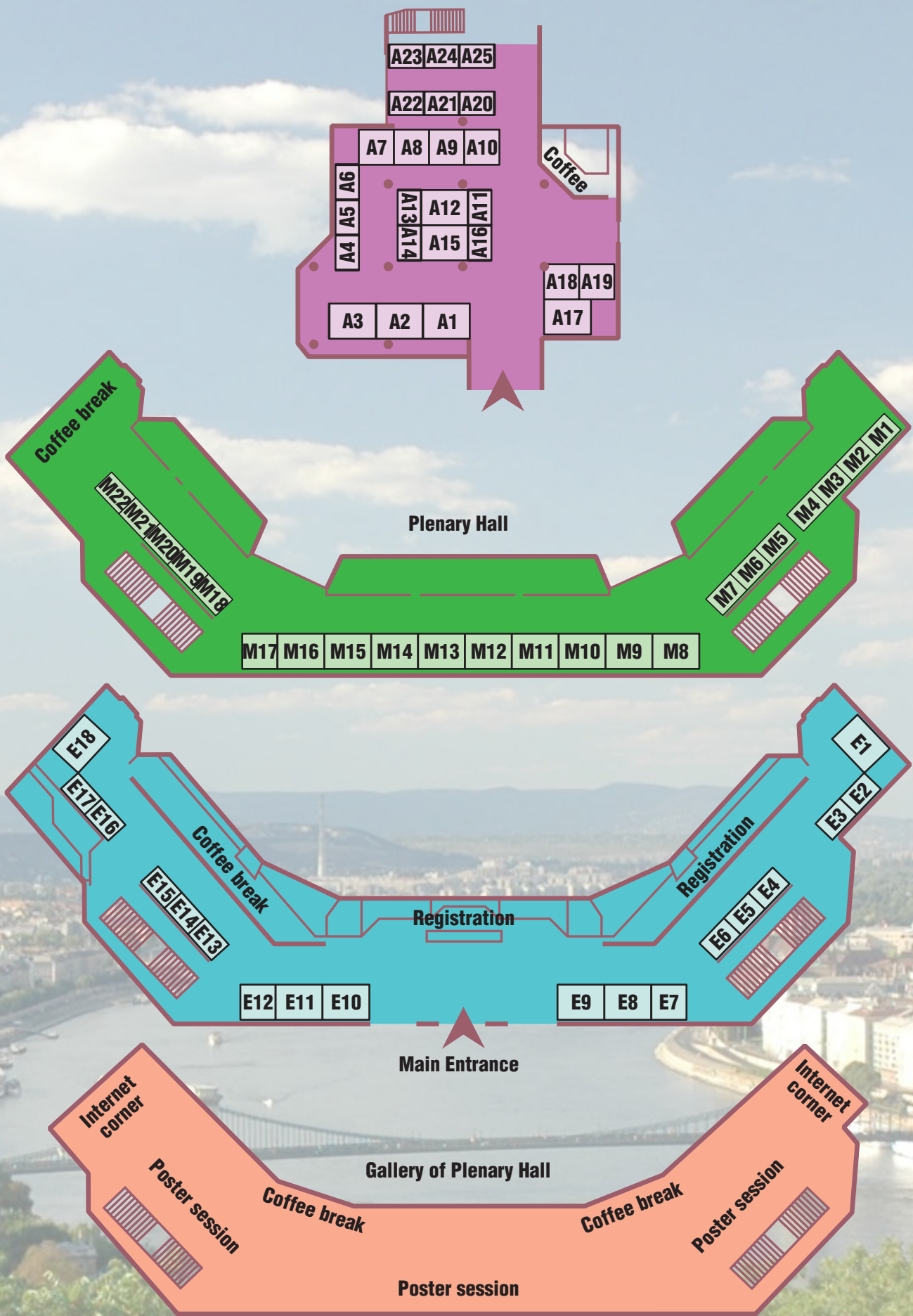
Company	Stand number
AB SCIEX / Eksigent	(Booth# C13)
ABL&E-JASCO Magyarország Kft.	(Booth# A6)
ACE Advanced Chromatography Technologies	(Booth# E7)
Advanced Chemistry Development, Inc. (ACD/Labs)	(Booth# A5)
Agilent Technologies	(Booth# M8–9–10)
Avantor Performance Materials B.V.	(Booth# A22)
Akzo Nobel / Kromasil	(Booth# A9)
Beckman Coulter	(Booth# A4)
Biosolve BV	(Booth# E1)
Biotech AB	(Booth# M20–21–22)
Bruker Daltronik GmbH/Bruker BioSpin GmbH	(Booth# A1)
C&EN	(Booth# C3)
CETAC Technologies	(Booth# E15)
Chiral Technologies Europe	(Booth# E10)
ChromSword Baltic	(Booth# M6–7)
CTC Analytics AG	(Booth# A3)
DAISO Co., Ltd.	(Booth# C2)
Dionex Corporation	(Booth# M16–17)
Elsevier B.V.	(Booth# E2)
Fortis Technologies	(Booth# M19)
GenTech Scientific, Inc.	(Booth# E17)
GL Sciences Inc.	(Booth# E9)
Hamilton Bonaduz AG	(Booth# C8)
HPLC 2011 Dalian, China	(Booth# C1a)
HPLC 2012 Anaheim, CA, USA	(Booth# C9)
HPLC 2013 Amsterdam, the Netherlands	(Booth# C1b)
KNAUER – Wissenschaftliche Gerätebau Dr. Ing. Herbert Knauer GmbH	(Booth# A20–21)
Konixbert Hi Tech	(Booth# C11)
LABOMATIC Instruments AG	(Booth# E8)
LCGC Group	(Booth# C6)
MACHEREY-NAGEL GmbH & Co. KG	(Booth# E14)
Molnar-Institute for Applied Chromatography	(Booth# A2)
Merck	(Booth# A23–24–25)
Nacalai Tesque, Inc.	(Booth# E13)
Peak Scientific Instruments Ltd.	(Booth# E12)
Perkin Elmer	(Booth# M1–2)
Phenomenex	(Booth# A7–8)
Postnova Analytics GmbH	(Booth# E4)
Quant Technologies	(Booth# C12)
RECIPE Chemicals + Instruments GmbH	(Booth# E6)
Restek Corporation	(Booth# E5)
Sarstedt AG&Co	(Booth# C7)
SCAT Europe GmbH	(Booth# A10)
SEDERE SAS	(Booth# M3–4)
SelectScience Ltd.	(Booth# C10)
SGE Europe Ltd.	(Booth# E16)
Shant Laboratories	(Booth# E3)
Shimadzu Europa GmbH	(Booth# M13–14)
Showa Denko Europe GmbH	(Booth# E11)
Sigma Aldrich	(Booth# A17–18–19)
Spark Holland B.V.	(Booth# M5)
Thermo Scientific	(Booth# M11–12)
Tosoh Bioscience GmbH	(Booth# M18)
VICI AG International	(Booth# E18)
VWR International GmbH	(Booth# C4–5)
Waters Corporation	(Booth# A11–16)
YMC Europe GmbH	(Booth# M15)

Final layout of exhibition stands



4x1,5	6 sqm	3x2	4,5x2	9 sqm	3x3	12 sqm
						4x3
C1	C2-C3, C7-C12		C13			C4-C6
	A4-A6, A11, A13-A14, A16, A20-A25			A7-A10, A18-A19		A1-A3, A12, A15, A17
	M1-M7, M8-M22			M17		M8-M16
	E2-E6, E13-E17			E7, E12		E1, E8-E11, E18
The Gallery Corridor only for Poster session						





1.2 Contacts

DIAMOND CONGRESS LTD. – Congress Organiser & Exhibition Management

Contact person: Mr. Attila VARGA

Tel: +36 1 225 0210

Fax: +36 1 201 2680

E-mail: diamond@diamond-congress.hu

Website: www.hplc2011.com

MASPED EXPO LTD. – Official Spedition

Contact person: Mr. Tibor DANKO

Tel: +36 1 263 6110, 263 6108

Fax: +36 1 263 6109

Mobile: +36 30 999 0136

E-mail: tdanko.expo@masped.hu

BUDAPEST CONGRESS & WORLD TRADE CENTRE (BCWTC) – Congress Venue

Address: 1123 Budapest, Jagelló u. 1–3.

Contact person: Ms. Zsuzsanna SALLAI

Tel.: +36 1 372 5400

Fax: + 36 1 466 5636

E-mail: h0511-rd1@accor.com

Website: www.bcwtc.hu

1.3 Company profile

Each exhibiting company is entitled to receive a free company description that will be printed in the Exhibition Catalogue to be inserted in each congress bag.

Each entry should be in the following format: company name*, contact details (contact person, full address, phone, fax, e-mail, internet address), a 70-word description of your company's activities in English. This entry is intended to give an overview of your services in a paragraph form. If your entry exceeds 100 words we may be forced to edit it.

* *Your company name will appear in alphabetical order according to the first letter indicated.*

Deadline for sending the description is 30 April, 2011

Please send your description in word document to diamond@diamond-congress.hu, the Congress Organiser (attention to: Mr. Attila Varga)

1.4 Accommodation

All exhibitors are advised to book their hotel accommodation well in advance. **Suggested hotel booking date is 30 April, 2011.** Bookings can be made through the Congress Organiser. For further details please visit the HPLC2011 Congress website at www.hplc2011.com. Booking can be made in the personal on-line registration record or e-mail sent to diamond@diamond-congress.hu.

1.5 Catering services

For extra catering services to be served at your booth, please contact the Congress Organiser by e-mail: diamond@diamond-congress.hu.

Stand service and any other catering on stand can be provided by BCWTC exclusively.

1.6 Preliminary exhibition schedule

Exhibition hours

17:00 – 21:00 Sunday, 19 June, 2011

08:30 – 18:00 from Monday, 20 June, till Thursday, 23 June, 2011

Stand construction (of stands constructed by exhibitors)

14:00 – 22:00 Saturday, 18 June, 2011

09:00 – 17:00 Sunday, 19 June, 2011

Occupation and decoration of stands

14:00 – 17:00 Sunday, 19 June, 2011

Stand dismantling

18:00 – 23:00 Thursday, 23 June, 2011

Registration desk & On-site Exhibition Management

There will be a separate registration desk for the exhibitors on the Entrance level of BCWTC.

Opening hours of the Exhibition registration desk:

09:00 – 18:00 Sunday, 19 June, 2011

08:00 – 18:00 from Monday, 20 June – till Thursday, 23 June, 2011

Conference hours:

17:00 – 19:00 Sunday, 19 June, 2011

09:00 – 18:00 Monday, 20 June, 2011

09:00 – 18:00 Tuesday, 21 June, 2011

09:00 – 18:00 Wednesday, 22 June, 2011

09:00 – 18:00 Thursday, 23 June, 2011

1.7 Rules of participation

In accordance with the organiser's contract with the Budapest Congress & World Trade Centre, each exhibitor is, and will be, obliged to adhere to all of the rules and regulations outlined in the General Conditions and Safety Rules. These General Conditions and Safety Rules are valid throughout the course of the exhibition and govern the ways and means of the use of the Budapest Congress & World Trade Centre, as well as all facilities and equipment related to the event. Each exhibitor is responsible for making his/her representatives and employees familiar with the content of these conditions. The exhibitor will be liable for any damages resulting from the exhibitor's failure to acquaint his/her representatives and employees with the rules. If any confusion concerning the application of these rules arises, the Exhibition Management is entitled to make the final decision.

1.8 Fire prevention and safety rules

Exits, passages, corridors, emergency exits, staircases etc. within the exhibition area must not be blocked under any circumstances. Fire-extinguishers, hydrants, water taps, etc. situated in front of, in close proximity to or behind stands must always be visible and easily accessible. Flammable

materials – including jute, crepe paper, paper board, mats, etc. must not, under any circumstances, be used in the construction of the stand, or as a part of the equipment or decoration therein. If woven materials are used to decorate the stand, they must first be impregnated with a fire-resistant substance. Exhibitors are forbidden to store flammable materials (including packing, wrappings and containers) in or behind the stands. Neither exhibitors are allowed to set fire to flammable materials without written permission of the Exhibition Management in advance. Without written permission of the Exhibition Management, it is strictly forbidden to demonstrate any kind of appliance that works on the principle of open fire within the exhibition area. Individual requests for permission to demonstrate such appliances is not obligatory in cases where the appliance is a part of a special set for which the Exhibition Management has already issued written permission. The Exhibition Management reserves the right to extend, or otherwise amend the conditions of the issued permission regarding this regulation. Storage or use of containers with liquid fuel in buildings or in enclosed spaces (such as offices or caravans) is forbidden. If such a container should be used within the exhibition area, it must be placed in an open area and safety valves must be used. Each exhibitor is obliged to obey any instructions issued by the Exhibition Management, or by the fire guards in matters of the use of appliances and equipment, demonstrations, storage etc. The exhibits and material composition of the stands must be approved by the Fire Department, the Budapest Congress & World Trade Centre Management and by the Exhibition Management. In case of any doubt, please contact the Congress Organisers. All stands will be inspected by representatives of all three authorities. No packing material or any other kind of material may be stored either between or behind the exhibits.

1.9 General conditions and insurance

The exhibitor is obliged to follow the Exhibition Management's instructions concerning the construction and furnishing of the stands including safety and cleaning as well as dismantling of the stands, exhibits and other items (including decorations). Exhibitors are not allowed to fix anything, or cause any damage, to the floors, walls, ceiling or other parts of the building (i.e. by using nails, screws, glue or other means). Exhibitors are not allowed to affix (in any way) their expositions, or any parts thereof, to parts of the exhibition hall. It is forbidden to use the following items in the exhibition halls:

- highly flammable or explosive materials, gas and dangerous materials
- goods offensive by their scent or some other way, or appliances producing unpleasant sound or light.

Any confusion regarding the above will be clarified by the Congress Organisers.

Exhibited goods must be placed in such a way so as not to obstruct (or to obstruct as little as possible) the view of the exhibition hall or the neighbouring stands. It is forbidden to display exhibits or to distribute goods which could disturb other exhibitors or visitors. Distribution of goods that could (or do) cause harm to visitors or exhibitors or damage the floor of the exhibition hall, the exhibition hall itself or the Budapest Congress & World Trade Centre equipment is also forbidden. Exhibits must stay within the borders of the display, portable objects must not be taken out of the stand (for example in order to demonstrate some function of the exhibit or other). Any part of section of the exhibited goods that could potentially be dangerous (such as sharp protruding instruments) must be secured. Placement of various objects in a way which obstruct the visitors' view is forbidden. Exhibited goods must not be covered during the opening hours of the exhibition. The Exhibition Management has the right to remove any such covering without being held responsible for any damage this action may cause. The exhibitor must not remove exhibited goods from his or her stand during the exhibition. This is permissible only with a written consent of the Congress Organisers. All stands must be identified by numbers identical

with those on the plan of the exhibition. Those exhibitors who mount their stands themselves must be sure to place their exact number on their stand. Written approval from the Congress Organisers is necessary for the following actions: using sound amplifiers, live musical productions and installation of portable objects not approved by the regulations of the congress. Advertising of goods and services which are not included in the exhibition program or of companies and organizations, who have not ordered any exhibition area, or have not applied as sharing companies, or their participation has been rejected, is strictly forbidden.

Exhibitors are not allowed to:

- place posters on columns, walls, partitions, stands, etc. inside the building or outside their rented area
- distribute their promotional materials anywhere else than on their stand, or to distribute publications of disturbing, political or dangerous character
- exhibit or use a trademark, name, etc. contradictory or offensive to other exhibitors or visitors.

Exhibitors using elevated podiums when building their exhibitions should be aware of the following:

- the size of the podium must not exceed the size of the stand
- it is necessary to inform the Congress Organisers in advance about elevated podiums

All the exhibition walls and ceiling grids must be finished on both sides and must be to the satisfaction of the relevant authorities. Any other potential issues or problems, not defined by these rules, will be resolved by the Congress Organisers.

INSURANCE

The BCWTC has a General Liability Insurance for the building, which does not cover any loss or damage in the exhibition material installed, or bought into the building. The exhibitor alone is responsible for securing this coverage. Each exhibitor is responsible for his/her own exhibit, packing and construction of the stand. The Exhibition Management refuse to accept any responsibility whatsoever for the insurance of these objects. The Exhibition Management will request the exhibitor to arrange for his/her own insurance with a third party.

SECTION 2 – HOW TO ORDER SERVICES

- 2.1 How to order services**
- 2.2 On-site orders**
- 2.3 List of deadlines**



2.1 How to order services

OUR RECOMMENDATION

- fill out the forms in BLOCK capitals or type it
- take notes of deadlines for particular services
- if you want to be sure we receive your completed orders, do not fax the forms but send them by e-mail: diamond@diamond-congress.hu (attention to Mr. Attila Varga)

2.2 On-site orders

Services ordered during the set-up period, exhibition itself or when the event is over, will be provided only according to the availability of the respective work persons and/or materials. The exhibitor will be asked to make complete payment for required services in advance. Only then the service will be provided. No copies of payment confirmations or similar documents will be accepted. Actualisation of requirements made after the deadline and on-site orders can take longer than normal orders. We therefore recommend to place all orders in time.

PAYMENT CONDITIONS

After receiving orders Diamond Congress Ltd. will send an invoice to the exhibitor and it must be paid through a bank or credit card until the given deadline. On-site payments can be made in cash or by credit card. For payments in cash, HUF or EUR currencies will be accepted. For payments by credit card, Diamond Congress Ltd. accepts only Visa or Eurocard-Mastercard, American Express. Cheques are not accepted.

CLAIMS

Claims can be made only by the end of the event. Claims must be made in writing and will only be accepted at the Congress Organisers' desk. Claims submitted later will not be taken into consideration.

2.3 List of deadlines

Please use this form to keep an easy record of orders you have completed and sent, as those you still intend to send.

REQUIRED SERVICES	DEADLINE
Stand construction	May 31, 2011
Stand equipment	May 31, 2011
Power supply	May 31, 2011
Audiovisual equipment	May 31, 2011
Flower decoration	May 31, 2011
Hostesses/Security	May 31, 2011
Schematic plan	May 31, 2011
Cleaning	May 31, 2011
Parking	May 31, 2011

SECTION 3 – BADGE

3.1 Exhibitors' badges

3.2 Exhibition visitor's badges



3.1 Exhibitor's badges

Exhibiting companies are entitled to receive a number of complimentary exhibition badges according to a stand size as follows:

booth 6–9 sqm	1 exhibitors badge
booth 12–18 sqm	2 exhibitors badges
booth larger than 18 sqm	3 exhibitors badges

Additional exhibitor badges can be purchased for Euro 200/person.

These badges entitle exhibitors to attend the Opening Ceremony, Welcome Reception, Coffee Breaks, a copy of the Final Programme, Exhibition Catalogue and admission to the exhibition and free broadband wifi zone service. **Admission to scientific sessions, lunches, social events are not included in these exhibitor passes.** The names for these badges should be announced preferably in advance, at least 2 weeks before the congress.

IMPORTANT

In case of **graded sponsorship**, the conditions and services included in the various sponsorship packages are applicable (see the web site www.hplc2011.com).

SPECIAL REGISTRATION FEE FOR EXHIBITOR STAFF ONLY:*

To serve the convenience of exhibitor staff, we would like to offer special reduced registration fee for those who are NOT congress participants, but would like to join the official meals and social events of HPLC2011. **The special registration fee is 300 Euro/person**, which, however, **does not include** participation in the technical sessions of the congress and the congress materials.

Special registration fee includes:

- Admission to the Opening and Closing Ceremony
- Admission to the exhibition
- Welcome reception (19 June)
- Congress concert in the Basilica (20 June)
- Coffee breaks (20–23 June)
- Lunches (20–23 June)

* *This is not an officially available fee for any participants, ONLY for our exhibitors!*

Those company representatives who would like to **take part in the congress, should register properly as an ordinary participant**, meeting the official payment deadlines (further information at www.hplc2011.com).

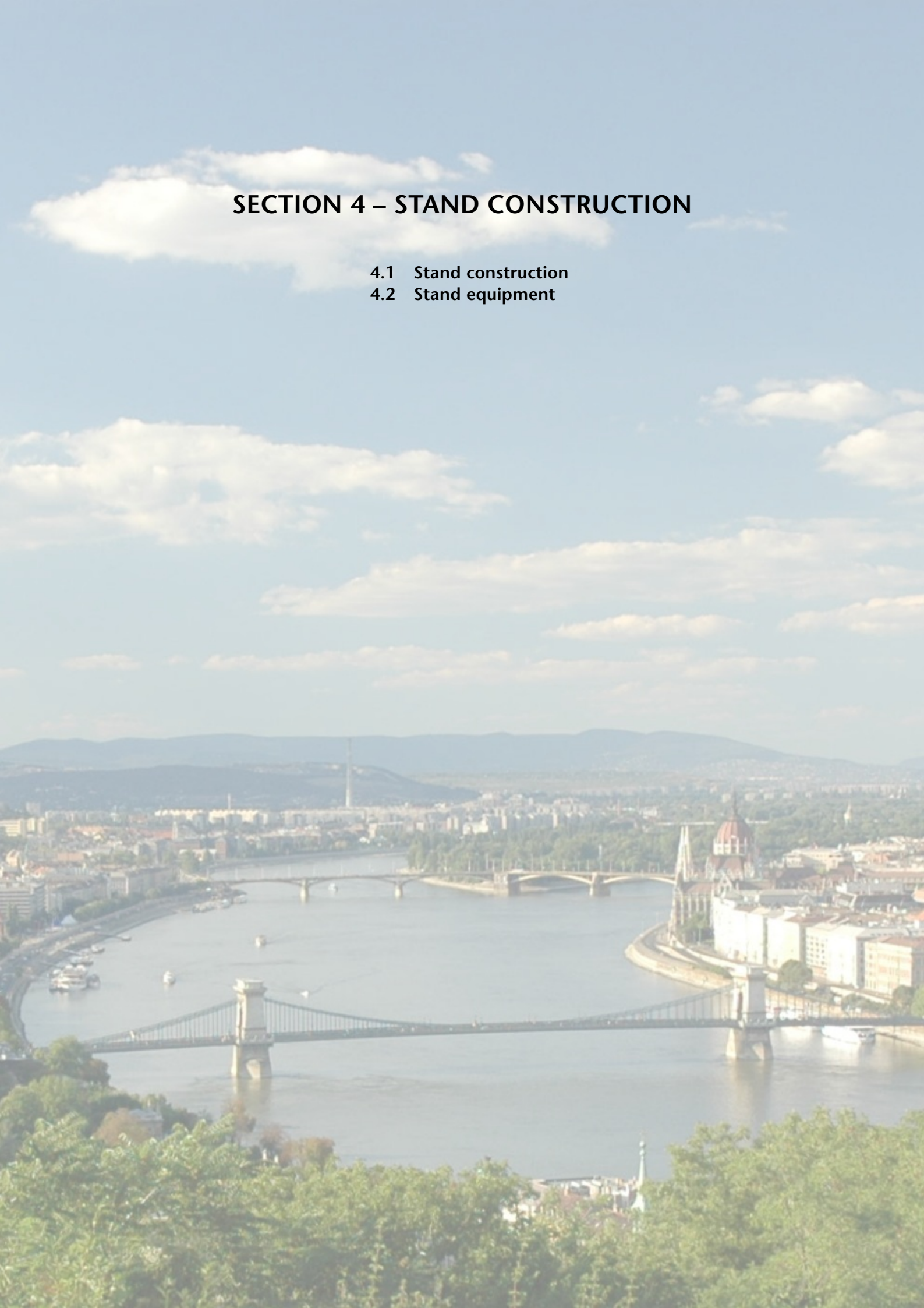
3.2 Exhibition visitor's badges

Exhibitors may invite guests who do not wish to attend the symposium lectures. The one-day visitor pass include admission to the exhibition area, the coffee break beverages for the selected day and a copy of the exhibition catalogue. This badge entitles the visitor to be at the stand and/or visit the exhibition only. It is prohibited for visitors to distribute any hand-outs at the venue. The one-day visitor pass charge is 75 Euro/person, including VAT.

Companies are requested to give the name, company name and country to the organisers not later than 10 June 2011.

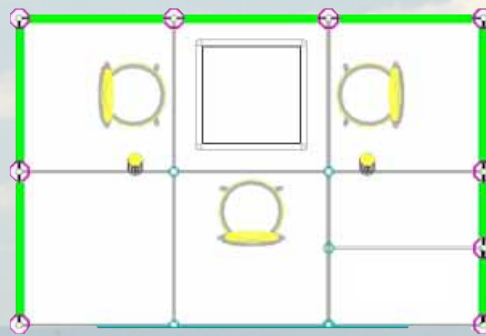
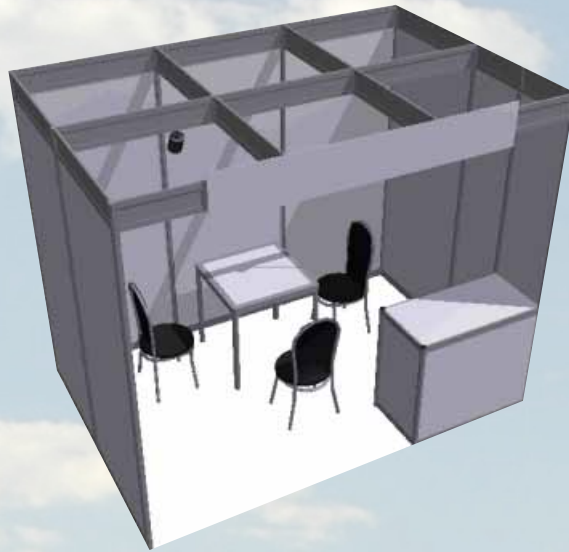
SECTION 4 – STAND CONSTRUCTION

- 4.1 Stand construction**
- 4.2 Stand equipment**



4.1 Stand Construction

OCTANORM STAND 2 x 3 m (6 sqm)

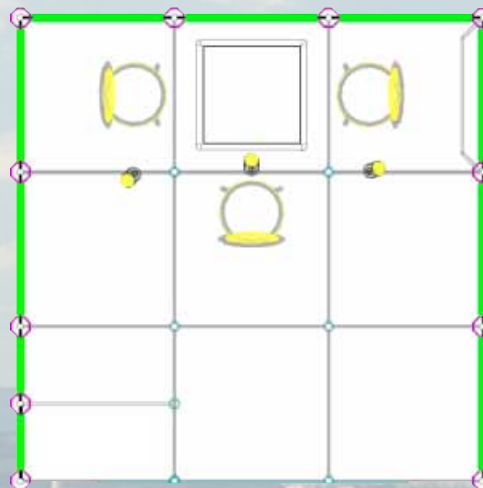
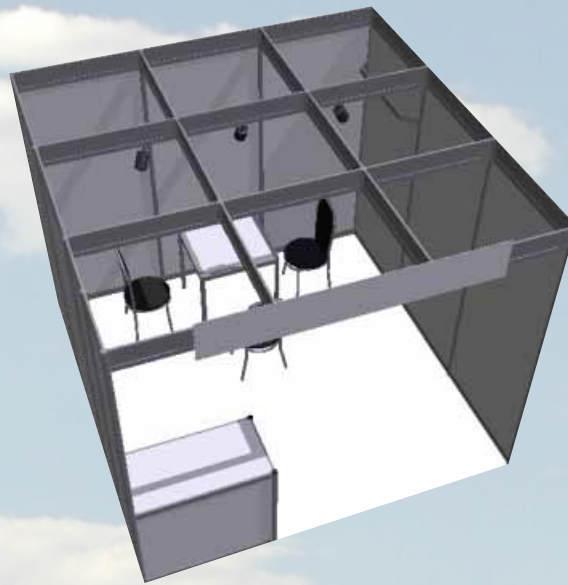


STAND ACCESSORIES

- Octanorm walls (rear and side walls)
- ceiling screen
- spot lamps
- carpet
- table (80×80 cm)
- 3 chairs
- lockable info desk (100×50×90 cm)
- fascia sign
- electrical connection 3,5 kw/16A
- waste-bin

Please note, that the maximum height of the booth is 230 cm.

OCTANORM STAND 3 x 3 m (9 sqm)

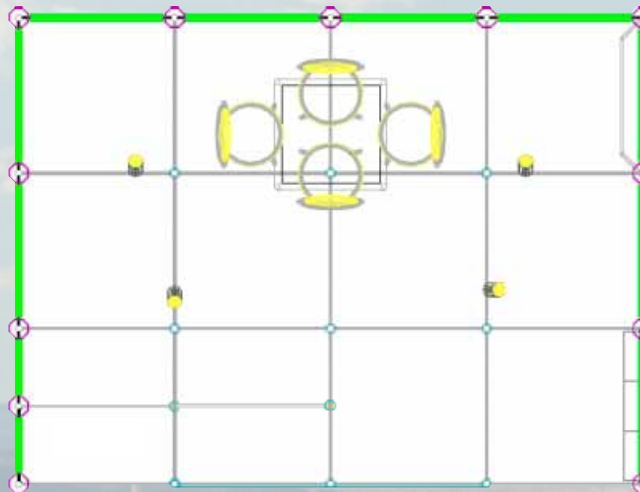
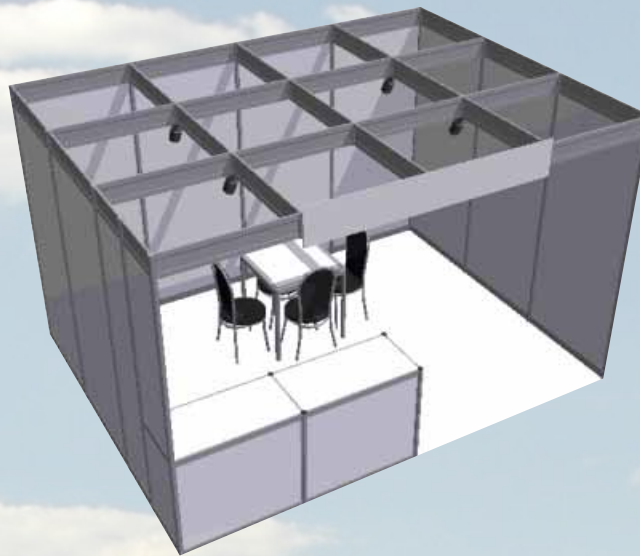


STAND ACCESSORIES

- Octanorm walls (rear and side walls)
- ceiling screen
- spot lamps
- carpet
- table (80×80 cm)
- 3 chairs
- lockable info desk (100×50×90 cm)
- fascia sign
- electrical connection 3,5 kw/16A
- Octanorm hanger
- waste-bin

Please note, that the maximum height of the booth is 230 cm.

OCTANORM STAND 3 x 4 m (12 sqm)

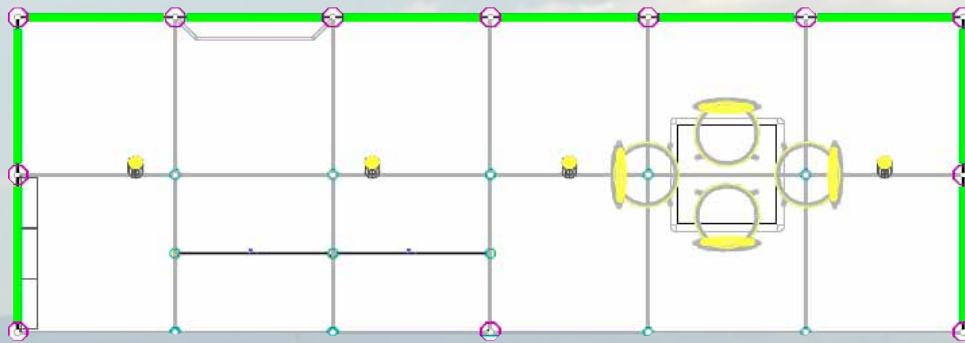
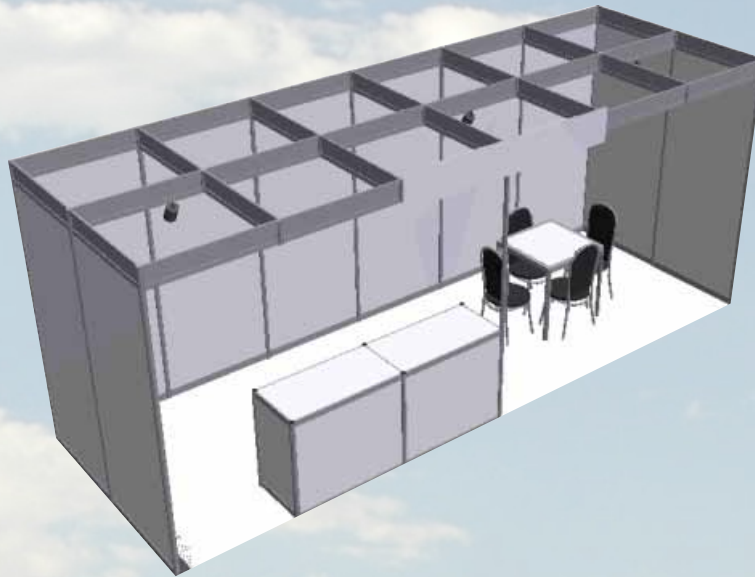


STAND ACCESSORIES

- Octanorm walls (rear and side walls)
- ceiling screen
- spot lamps
- carpet
- table (80×80 cm)
- 4 chairs
- 2 lockable info desk (100×50×90 cm)
- fascia sign
- electrical connection 3,5 kw/16A
- Octanorm hanger
- prospect holder
- waste-bin

Please note, that the maximum height of the booth is 230 cm.

OCTANORM STAND 2 x 6 m (12 sqm)

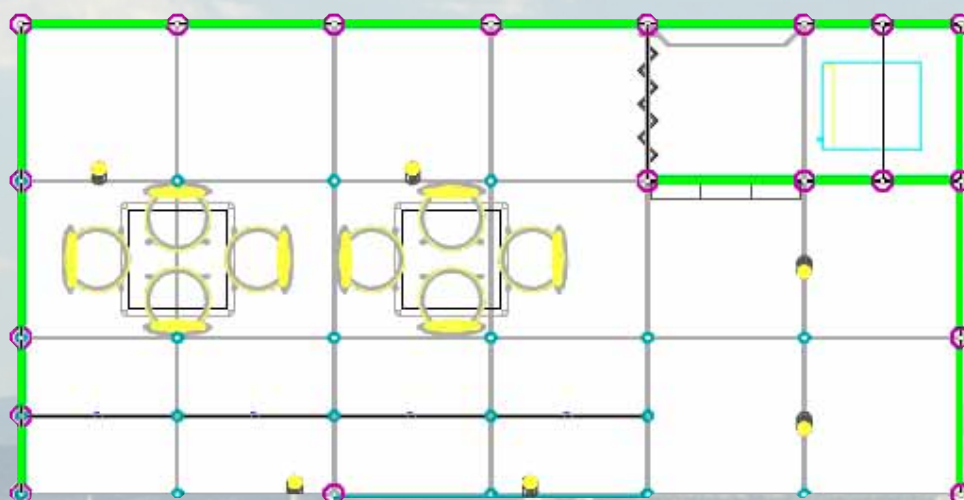
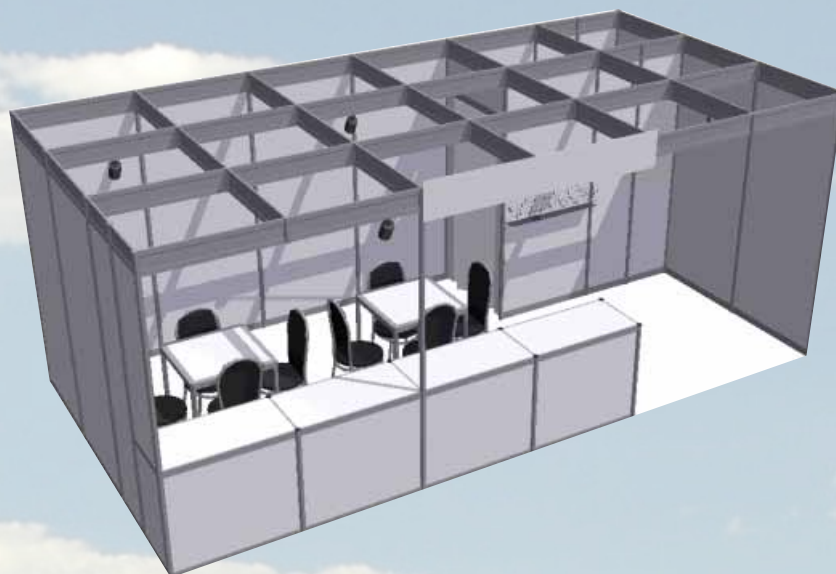


STAND ACCESSORIES

- Octanorm walls (rear and side walls)
- ceiling screen
- spot lamps
- carpet
- table (80×80 cm)
- 4 chairs
- 2 lockable info desk (100×50×90 cm)
- fascia sign
- electrical connection 3,5 kw/16A
- Octanorm hanger
- prospect holder
- waste-bin

Please note, that the maximum height of the booth is 230 cm.

OCTANORM STAND 3 x 6 m (18 sqm)

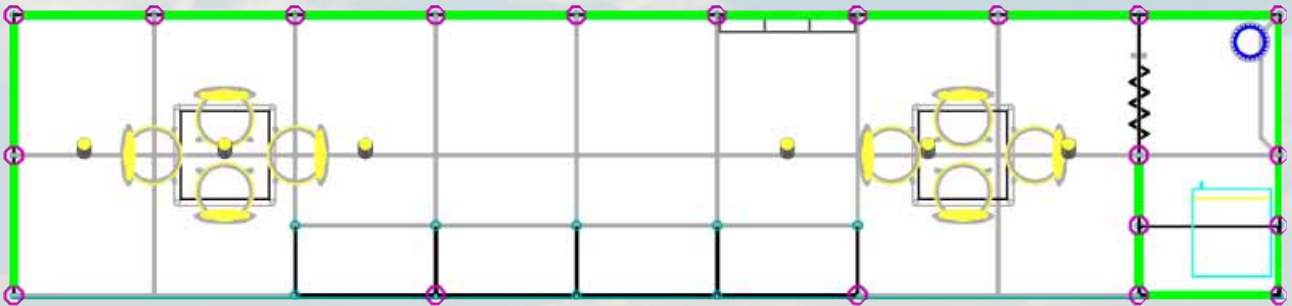
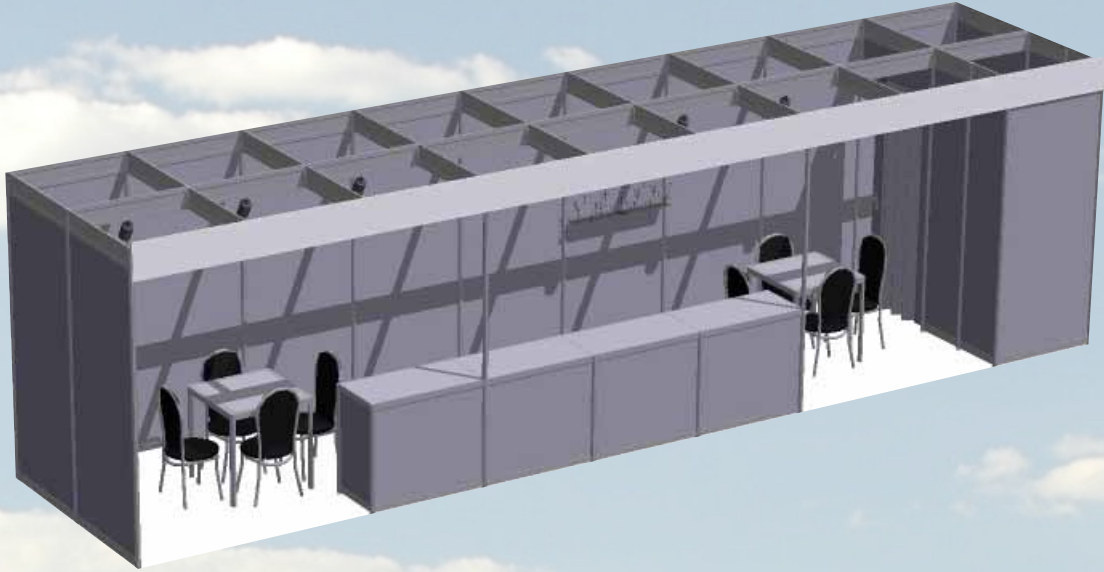


STAND ACCESSORIES

- Octanorm walls (rear and side walls)
- ceiling screen
- spot lamps
- carpet
- 2 tables (80×80 cm)
- 8 chairs
- 4 info desk (100×50×90 cm) – 1 is lockable
- fascia sign
- electrical connection 3,5 kw/16A
- Octanorm hanger
- prospect holder
- lockable storage
- waste-bin

Please note, that the maximum height of the booth is 230 cm.

OCTANORM STAND 2 x 9 m (18 sqm)

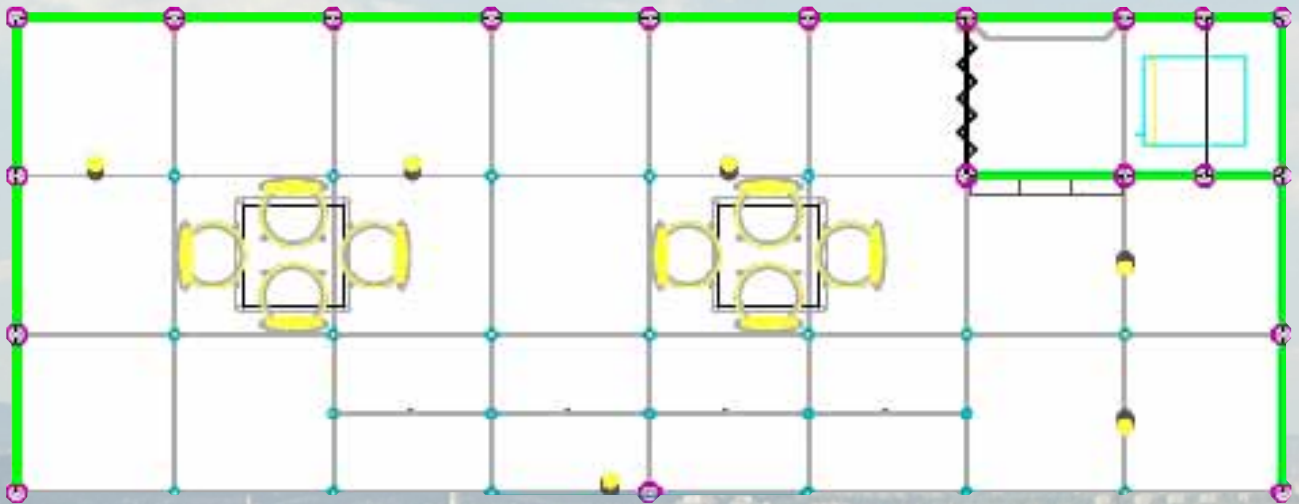
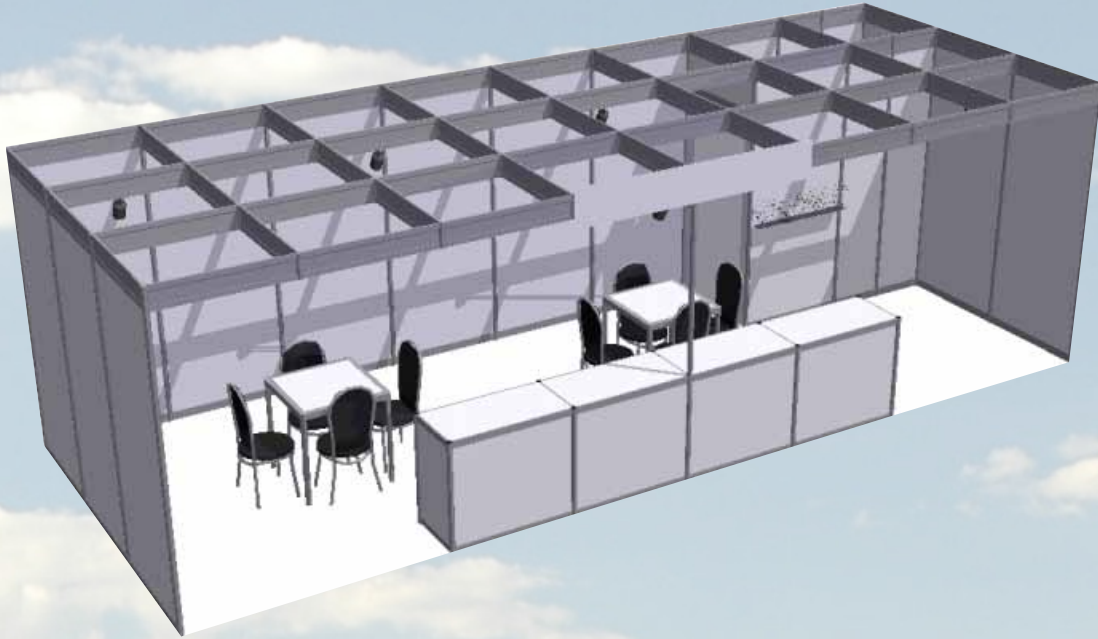


STAND ACCESSORIES

- Octanorm walls (rear and side walls)
- ceiling screen
- spot lamps
- carpet
- 2 tables (80×80 cm)
- 8 chairs
- 4 info desk (100×50×90 cm) – 1 is lockable
- fascia sign
- electrical connection 3,5 kw/16A
- Octanorm hanger
- prospect holder
- lockable storage
- waste-bin

Please note, that the maximum height of the booth is 230 cm.

OCTANORM STAND 3 x 8 m (24 sqm)



STAND ACCESSORIES

- Octanorm walls (rear and side walls)
- ceiling screen
- spot lamps
- carpet
- 2 tables (80×80 cm)
- 8 chairs
- 4 lockable info desk (100×50×90 cm)
- info desk (100×50×90 cm)
- fascia sign
- electrical connection 3,5 kw/16A
- Octanorm hanger
- prospect holder
- lockable storage
- waste-bin

Please note, that the maximum height of the booth is 230 cm.

4.2 Stand equipment

Please, find the photos of the furniture on the following pages.

PRICE LIST OF OCTANORM FURNITURE

No.	Item	Size	Euro
1.	Info desk	100×50×90 cm	35
2.	Bar counter	100×50×110 cm	50
3.	Semicular counter	100×50×110 cm	70
4.	Info counter	100×50×110 cm	40
5.	Counter	50×50×110 cm	20
6.	Locable info desk	100×50×90 cm	40
7.	High illuminated showcase	100×50×250 cm	100
8.	Glass counter	100×50×90 cm	40
9.	Shelf stand	100×50×250 cm	45
10.	Coathanger		10
11.	Shelf	100×25 cm	12
12.	Prospect holder	100×25×10 cm	10
13.	Table	65×65×75 cm	15
14.	Table	80×80×75 cm	15
15.	Table	70×120×75 cm	20
16.	Table	70×120×75 cm	20
17.	Round table	ø70 cm	20
18.	Round table	ø60 cm	15
19.	Chair		15
20.	Tonet chair		15
21.	Leather bar chair		20
22.	Refrigerator	55×35×90 cm	60
23.	Buffet table	ø60×120 cm	40
24.	Litter basket		5
25.	Barstool		40
26.	Chair		20
	Table		25
	Buffet table		40
27.	Table		24
28.	Marble table		30
	Wood tonet chair		20
29.	Chair		20
	Table		20
30.	Barstool		40
	Table		45
31.	Arm-chair red		35
	Table		20

32.	Arm-chair black		35
	Table		20
33.	Arm-chair white		35
	Table		20
34.	Chair		15
35.	Coat stand		20
36.	Spot lamp		16
37.	Halogen lamp	500 W	30
38.	Receptacle (triplet)		10
39.	Wall	100×250 cm	20
40.	Octanorm door		40
	Carpeting	sqm	4

The prices do NOT include 25% VAT.

DRINKING WATER SUPPLY ON THE STANDS

Item	Euro
Cooler (hot & cold)	9 / period
Water quantity (1 balloon = 19 l)	5 / balloon
Plastic cup (2 dl), 1 package = 50 pcs	1 / package

The prices do NOT include 25% VAT.

FASCIA SIGN

Your company name will be executed in standard lettering in the ARIAL font (dark blue color). The total length of the name is restricted to 20 letters. Fascia size is 200×30 cm. Fascia sign can be colored with logo (sent by the exhibitor, preferably in vector graphics (cdr or eps).

Price: 30 Euro/fascia.

The price does NOT include 25% VAT.



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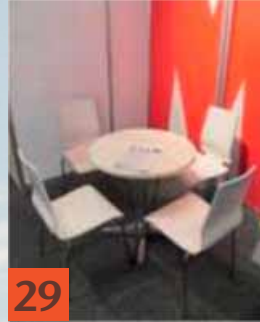
26



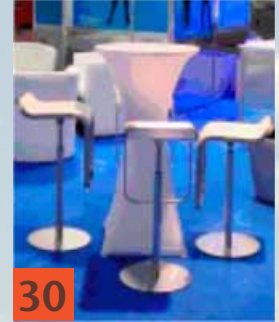
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SECTION 5 – EXHIBITION SERVICES

- 5.1 Power supply**
- 5.2 Audiovisual equipment**
- 5.3 Hostesses**
- 5.4 Security**
- 5.5 Cleaning**
- 5.6 Flower decoration**
- 5.7 Parking cards**



5.1 Power supply

All of the Octanorm Stands include basic electrical connection up to 3.5 kW / 16 A.

PRICE LIST OF EXTRA POWER SUPPLY

Specification	Euro
Connection up to 3.5 kW / 16 A	40
Connection up to 7.0 kW / 2×16 A	80
Connection up to 10.5 kW / 3×16 A	100
Connection up to 21.0 kW / 3×32 A	120

The prices do NOT include 25% VAT.

5.2 Audiovisual equipment

PRICE LIST

Specification	Euro
19" LCD monitor (for table)	100
21" LCD monitor (for table)	120
42" Plasma screen	300
60" Plasma screen	720
65" Plasma screen	1000
Data projektor 2000 ANSI lumen with screen (200×200 cm)	240
DVD player	30
Info tower (with pc and display)	320
Touch screen pc with 22" display	220
Touch screen terminal (with pc and 32" display HD ready)	350
Touch screen terminal (with pc and 42" display HD ready)	410
Touch screen terminal (with pc and 47" display HD ready)	510

The prices do NOT include 25% VAT.

The equipment will be collected from the expositions when the exhibition is over.

All the listed prices are valid for the entire exhibition time.

Wireless internet is available free of charge.

5.3 Hostess service

English speaking hostess (min. 3 hours per day) 10 Euro/hour.

Hostesses are dressed in a white shirt and black skirt/trousers.

The price does NOT include 25% VAT.

5.4 Security

Individual security service for your stand 20 Euro/hour. Minimum 6 hrs / occasion is required.

The price does NOT include 25% VAT.

5.5 Cleaning

Cleaning includes: general cleaning before the opening of the event, daily vacuuming, waste disposal. Cleaning will be done mainly at night, when the exhibition halls are closed. The listed price is valid for the entire exhibition time.

The price of cleaning 32 Euro per stand.

The price does NOT include 25% VAT.

5.6 Flower decoration

PRICE LIST

No.	Description	Euro
1.	Table decoration with living plants/flowers (18–28 cm)	8
2.	Table decoration (28–32 cm)	10
3.	Potted fern in decorative container (30 cm)	3
4.	Blooming plant in decorative container	4
5.	Soliter plant (100–150 cm)	12
6.	Soliter plant (150–180 cm)	15
7.	Soliter plant (180–220 cm)	18
8.	Ficus tree (2–3 m)	60
9.	Large palm (2–3 m)	115
10.	Ball shaped evergreen 160 cm	17
11.	Thuja till 150 cm	9
12.	Thuja (150–180) cm	12
13.	Thuja over 180 cm	14
14.	Pom-pom evergreen	50
15.	Window box planter (40–60 cm)	6
16.	Window box planter (80–100 cm)	12
17.	Big container (40×80×100 cm) plants	25

The prices do NOT include 25% VAT.

The plants will be collected from the expositions when the exhibition is over.

All the listed prices are valid for the entire exhibition time.

5.7 Parking cards

Service hours: 08.00 – 20.00

PRICE LIST

Specification	Euro
Parking card for 2 days	20
Parking card for 4 days	40
Parking card for 6 days	60

The prices do not include 25% VAT.

Plate number and exact date is required in advance.

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SECTION 6 – SPEDITION INFORMATION

- 6.1 Forwarding instructions**
- 6.2 Access routes**



6.1 Forwarding instructions

CONSIGNING ADDRESS – all forms of transportation:

MASPED EXPO LTD. – Official Spedition

Contact person: Mr. Tibor DANKÓ

Tel: +36 1 263 6110, 263 6108

Fax: +36 1 263 6109

Mobile: +36 30 999 0136

E-mail: tdanko.expo@masped.hu

Arrival deadline: 6 May, 2011

Concerning all shipping, transport and customs clearance questions please contact Mr. Tibor Dankó latest till 6 May, 2011 in order to avoid the problems with the customs clearance, and the in time stand delivery! Please note, that we cannot accept any goods delivered directly to the venue!

All shipments made by the exhibitors or by their shipping companies or through the exhibition organisers must be cleared from the custom. Please do not indicate the BCWTC as consignee on the invoice of the shipments only as a delivery address. The Novotel Budapest Congress and BCWTC cannot accept any shipments directly from the exhibitors and is not liable for any damage caused by late shipments or uncleared items from customs. All with these questions please contact the appointed forwarding agent.

6.2 Access routes

MAXIMUM HEIGHT

The average height in the Aula and on the Mirror corridors' mirrors side is 290 cm while 240 cm on the Patria Hall side.

MAXIMUM LOADING CAPACITY

On the corridors it is 500 kg/sqm.

LOADING

Loading is available through the Aula entrance. Entrance size is 270×280 cm.

On special occasions the main entrance can also be used as a loading area, however, please note that there are stairs in front of it.

Fork lifts, trolleys, cherry pickers and other means of transportation are available in limited numbers and size on site.

PARKING OF THE TRUCKS

Budapest Congress & World Trade Centre (BCWTC) – Congress Venue

Address: 1123 Budapest, Jagelló u. 1–3.

Parking heavy trucks (over 12 tons) needs special permission from the district authorities. Please contact the Congress Organisers in advance. Parking area capacity 256 cars. Parking area is not covered, not guarded and does not belong to the BCWTC.

Price: Euro 40/truck/day + 25% VAT.

This possibility is optional.

STORAGE

Storage of any material before or after the exhibition is according to availability of a backstage room (door size: 100×210 cm) and are subject to extra charge.

SECTION 7 – ORDER FORMS

**Stand construction
Stand equipment
Exhibition services
Flower decoration**



Stand construction ORDER FORM

Exhibitor: _____ Stand No.: _____

Contact person: _____

Invoice address: _____

Telephone: _____ Fax: _____

E-mail: _____

- 1) Sketch the location of your utilities, such as furniture, power outlets, spotlights, on the plan below. Do not forget to mark on this Schematic Plan the border of your stand, as well as the orientation of your drawing (to clarify the passage and the state of the neighboring stands).
- 2) If the schematic plan is not returned, then the ordered items will be placed according to the example stand pictures, seen in the manual and any relocation will be at the Exhibitor's expense.

Key: **Y** – electric supply; **S** – spotlight

Your company name will be executed in standard lettering in the ARIAL font (dark blue color). The total length of the name is restricted to 20 letters. Fascia size is 200×30 cm.

Required name:

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Fascia sign can be colored with logo (sent by the exhibitor, preferably in vector graphics (cdr or eps). Price: 30 Euro/fascia.

Color fascia with logo	Pieces	Total price in Euro
yes: <input type="checkbox"/> no: <input type="checkbox"/>		

The price does NOT include 25% VAT.

Date & Place

Stamp & Authorised Signature

Stand equipment ORDER FORM

Exhibitor: _____ Stand No.: _____

Contact person: _____

Invoice address: _____

Telephone: _____ Fax: _____

E-mail: _____

FURNITURE

No.	Item	Size	Euro	Pieces	Total price
1.	Info desk	100×50×90 cm	35		
2.	Bar counter	100×50×110 cm	50		
3.	Semicular counter	100×50×110 cm	70		
4.	Info counter	100×50×110 cm	40		
5.	Counter	50×50×110 cm	20		
6.	Locable info desk	100×50×90 cm	40		
7.	High illuminated showcase	100×50×250 cm	100		
8.	Glass counter	100×50×90 cm	40		
9.	Shelf stand	100×50×250 cm	45		
10.	Coathanger		10		
11.	Shelf	100×25 cm	12		
12.	Prospect holder	100×25×10 cm	10		
13.	Table	65×65×75 cm	15		
14.	Table	80×80×75 cm	15		
15.	Table	70×120×75 cm	20		
16.	Table	70×120×75 cm	20		
17.	Round table	ø70 cm	20		
18.	Round table	ø60 cm	15		
19.	Chair		15		
20.	Tonet chair		15		
21.	Leather bar chair		20		
22.	Refrigerator	55×35×90 cm	60		
23.	Buffet table	ø60×120 cm	40		
24.	Litter basket		5		
25.	Barstool		40		

No.	Item	Size	Euro	Pieces	Total price
26.	Chair		20		
	Table		25		
	Buffet table		40		
27.	Table		24		
28.	Marble table		30		
	Wood tonet chair		20		
29.	Chair		20		
	Table		20		
30.	Barstool		40		
	Table		45		
31.	Arm-chair red		35		
	Table		20		
32.	Arm-chair black		35		
	Table		20		
33.	Arm-chair white		35		
	Table		20		
34.	Chair		15		
35.	Coat stand		20		
36.	Spot lamp		16		
37.	Halogen lamp	500 W	30		
38.	Receptacle (triplet)		10		
39.	Wall	100x250 cm	20		
40.	Octanorm door		40		
	Carpeting	sqm	4		

DRINKING WATER SUPPLY ON THE STANDS

Item	Euro	Quantity	Total price
Cooler (hot & cold)	9 / period	Cooler	
Water quantity (1 balloon = 19 l)	5 / balloon	Balloon	
Plastic cup (2 dl), 1 package = 50 pcs	1 / package	Package	

The prices do NOT include 25% VAT.

Date & Place

Stamp & Authorised Signature

Exhibition services ORDER FORM

Exhibitor:

Stand No.:

Contact person:

Invoice address:

Telephone:

Fax:

E-mail:

EXTRA POWER SUPPLY

Specification	Euro	Number	Total price
Connection up to 3.5 kW / 16 A	40		
Connection up to 7.0 kW / 2×16 A	80		
Connection up to 10.5 kW / 3×16 A	100		
Connection up to 21.0 kW / 3×32 A	120		

AUDIOVISUAL EQUIPMENT

Specification	Euro	Pieces	Total price
19" LCD monitor (for table)	100		
21" LCD monitor (for table)	120		
42" Plasma screen	300		
60" Plasma screen	720		
65" Plasma screen	1000		
Data projektor 2000 ANSI lumen with screen (200×200 cm)	240		
DVD player	30		
Info tower (with pc and display)	320		
Touch screen pc with 22" display	220		
Touch screen terminal (with pc and 32" display HD ready)	350		
Touch screen terminal (with pc and 42" display HD ready)	410		
Touch screen terminal (with pc and 47" display HD ready)	510		

CLEANING

Specification space	Euro / stand / 4 days	Requirement	
Stand cleaning	32	yes: <input type="checkbox"/>	no: <input type="checkbox"/>

HOSTESS SERVICE

Date	Euro / hour	No.	from	to	hours	Total price
19 June, 2011	10					
20 June, 2011	10					
21 June, 2011	10					
22 June, 2011	10					
23 June, 2011	10					

INDIVIDUAL SECURITY SERVICE

Minimum 6 hrs / occasion is required.

Date	Euro / hour	No.	from	to	hours	Total price
19 June, 2011	20					
20 June, 2011	20					
21 June, 2011	20					
22 June, 2011	20					

PARKING CARDS

Date	Euro	No.	from	to	Total price
Parking card for 2 days	20				
Parking card for 4 days	40				
Parking card for 6 days	60				

The prices do NOT include 25% VAT.

Date & Place

Stamp & Authorised Signature

**Flower decoration
ORDER FORM**

Exhibitor:

Stand No.:

Contact person:

Invoice address:

Telephone:

Fax:

E-mail:

No.	Description	Euro	Pieces	Total price
1.	Table decoration with living plants / flowers (18–28 cm)	8		
2.	Table decoration (28–32 cm)	10		
3.	Potted fern in decorative container (30 cm)	3		
4.	Blooming plant in decorative container	4		
5.	Soliter plant (100–150 cm)	12		
6.	Soliter plant (150–180 cm)	15		
7.	Soliter plant (180–220 cm)	18		
8.	Ficus tree (2–3 m)	60		
9.	Large palm (2–3 m)	115		
10.	Ball shaped evergreen 160 cm	17		
11.	Thuja till 150 cm	9		
12.	Thuja (150–180) cm	12		
13.	Thuja over 180 cm	14		
14.	Pom-pom evergreen	50		
15.	Window box planter (40–60 cm)	6		
16.	Window box planter (80–100 cm)	12		
17.	Big container (40×80×100 cm) plants	25		

The prices do NOT include 25% VAT.

Date & Place

Stamp & Authorised Signature