

# **BioTech 2017**

and 7<sup>th</sup> Czech-Swiss symposium with Exhibition

**Prague** Czech Republic



## **Exhibitor Manual BioTech 2017 & 7<sup>th</sup> Czech-Swiss Symposium with Exhibition**

Venue: Prague, National Technical Library, 13.-17.6.2017

Conference website: [www.biotech2017.cz](http://www.biotech2017.cz)

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Dear Exhibitors,

The members of Organizing Committee warmly welcome you as an exhibitor to BioTech 2017 & 7th Czech-Swiss Symposium with Exhibition. We hope you find this manual useful tool to assist you with your preparation for the exhibition. Please, read the information carefully and follow the instructions listed in this file. If you need further assistance or additional information, please feel free to contact us.

We are looking forward to help you to make this exhibition successful.

On behalf of Organizing Committee,

A handwritten signature in blue ink, which appears to read "Paulová".

Leona Paulová

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## **INFORMATION ABOUT EXHIBITION**

Logo of all exhibitors will be displayed on the conference website and in the Book of Abstracts (if provided before May 31, 2017). For details see Exhibitors Manual.

### **BOOTH EQUIPMENT AND SERVICES**

Space rental includes the terms listed in Contract. Logo of Exhibitor will be printed at conference booth. Free Wi-Fi connection will be available, the password will be provided by organizers at the registration desk.

### **BOOTH SPACE**

Location of individual booths is shown in the layout.

### **EXHIBITION TIMETABLE**

#### **Booths installation:**

**Tuesday June 13, 2017 12:30-14:30**

**Wednesday June 14, 2017 7:30-8:30**

Exhibition booths are available for installation of your products in assigned exhibit space. All installations should be completed in specified time in order not to interfere with the conference program. Please refer to the registration desk before you will enter the booth.

**Exhibition: Wednesday June 14, 2017 - Friday June 16, 2017**

**Booths dismantle: Friday June 16, 2017, 17:00 -19:00**

Please note exhibitor shall not dismantle or otherwise interfere with the display of the exhibits until the conference is closed to public.

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## **EXHIBIT HOURS**

### **Wednesday June 14, 2017**

9:00-17:00

### **Thursday June 15, 2017**

9:00-17:00

### **Friday June 16, 2017**

9:00-17:00

## **DISPLAY AND DECORATIONS**

Merchandise, signs, decorations or display fixtures shall not be pasted, taped, nailed or tacked to walls. No exhibit, merchandise or equipment shall be left in any aisle, but shall be confined to exhibit space. No signs or advertising devices shall be displayed outside exhibit space or projecting beyond limits of exhibit space as to interfere the conference program.

## **USE OF EXHIBIT SPACE**

An exhibitor shall not assign to a third party its right hereunder to the exhibit space or any portion thereof without the prior written consent of organizers.

## **STORAGE AND PACKING CRATES AND BOXES**

Exhibitor will not be permitted to store packing crates and boxes in the booth or the Exhibit Hall during the Exhibit but these, when properly marked will be stored and returned to the booth by service contractors. It is the Exhibitor's responsibility to mark and identify all crates and boxes. No trunks, cases or packing material shall be brought into or out of the Exhibit Space during exhibit hours.