



WORLD BIOGAS
ASSOCIATION



1ST INTERNATIONAL **BIOGAS** CONFERENCE

INTERNATIONAL
BIOGAS
CONFERENCE

EXHIBITION OPPORTUNITIES

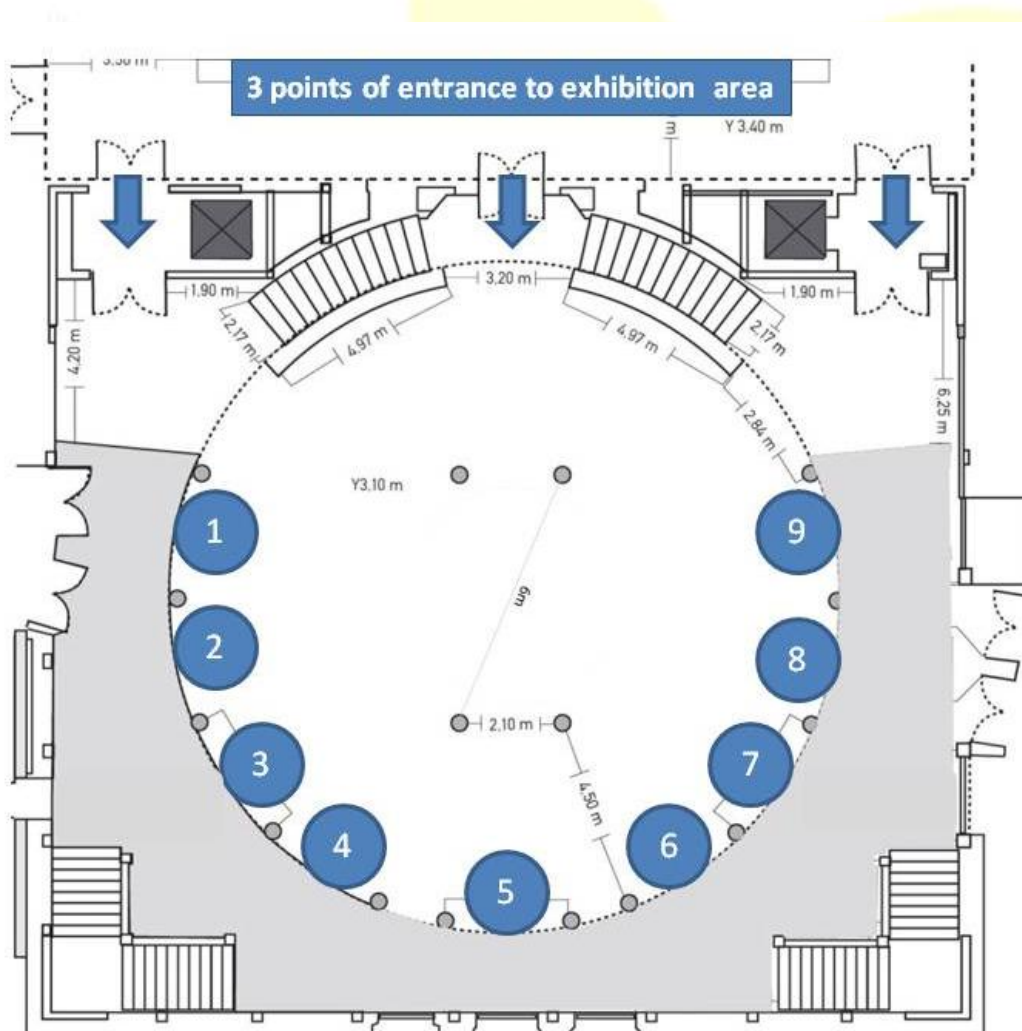
BOOK YOUR STAND

Book your stand by 17th February 2019 and benefit from early bird booking rates!
(*Only few available places)

As an Exhibitor, you will gain high visibility among top leaders in the Biogas sector.

Ideally located at the focal point of the event, the Exhibition area enables participants to access key information, expand their network, highlight their skills, services and innovations and enhance their visibility.

Exhibition Layout



Booth Information

The Organizers provide basic Exhibition Booths with the following features and characteristics

Booth Characteristics

Floor area 6 m² (2mx3m) / 2.5m white partition / the company's panel / 1KW electricity / 2 spotlights / daily cleaning

Included furniture

1 table / 3 chairs / 1 brochure display / 1 bin / 1 counter / Carpet

Artwork

Backdrop printing is included in the booth rental fee. The Artwork must be provided by the exhibitor no later than the 12th April 2019.

You are free to choose other shell schemes than the one provided by the Organizers at additional cost. Should you wish to explore further booth options please contact the conference secretariat at info@era.gr

Promotion

- ✓ Listing of your company in the 1st International Biogas Conference programme and on the website
- ✓ Mention & Logo in one the 1st International Biogas Conference Newsletter

Conference Passes

2 Full passes to the International Biogas Conference

Book your stand at 4.000€

Early Bird Rate at 3.200€ by 17th February 2019

EXHIBITOR'S FORM

Please complete all details as will be invoiced at the end of the meeting and send to:
ERA Ltd, 17, Asklipiou Str., 106 80 Athens, Tel. : 210 3634 944, Fax: 210 3631 690,
E-mail: info@era.gr,

COMPANY NAME:

NAME: _____

ADDRESS: _____ CITY: _____

POST / ZIP CODE _____

TELEPHONE: _____

EMAIL: _____

VAT NUMBER: _____

TAX OFFICE: _____

BOOTH	SELECTED BOOTH NUMBER (* not mandatory- first come first serve basis)	COST EURO (VAT Inc.)
Basic Booth 6sq.m		€
Basic Booth 12sq.m		€
Customized Booth		€
	TOTAL	

DATE:

SIGNATURE:

*The Stand booking confirmation is on option and will not be confirmed before receipt of payment.

Exhibition Guidelines

- All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, or damaging the premises.
- Walls or other structures built against another stand perimeter must be properly finished in a suitable manner on the outer face.
- Any amplification on stands must not interfere with any adjacent exhibitor.
- Exhibitors are kindly requested to allow sufficient see - through areas that ensure clear views of surrounding exhibits.
- Multi level structures are not permitted
- The Organisers will not approve stands that do not comply with the accepted standards until the necessary changes have been made.
Work cannot commence until the exhibitor layout is approved by the Organisers and the venue

Rules and regulations

Security

- The Evgenidion Foundation will provide security guard service in the exhibition hall during off - show hours.
- Neither the venue nor the Organizers accept responsibility for the security of the stands and their contents and for damage to, or theft of, any goods. Exhibitors are fully responsible for the security of their stand and equipment.

Stand Cleaning

- The Venue and the Organisers will arrange for general cleaning of the exhibition premises (excluding exhibits and displays) prior to the opening of the exhibition and daily prior to opening thereafter.
- Empty crates and packaging material must be removed/stored after set-up.
- All aisles must be clear of exhibits and packaging materials to allow for cleaning.

Waste Removal / Disposal of Material

- It is the exhibitor's responsibility to dispose of all materials after dismantling. Any equipment, display aid or other material left behind will be considered discarded and abandoned.
- Any discarded waste, including promotional material, left behind will be removed by the Organizers at the expense of the exhibitor concerned.
- It is obligatory to collect and dispose of all material during the breakdown or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind and any costs incurred by the venue in removing this property will be charged to the exhibitor.

Damage to the Premises

- Exhibitors are liable for all damage caused to floors, walls and pillars during the installation, exhibition and dismantling periods.
- No nails, screws adhesive stickers and fixtures of any kind are allowed on floors, walls and pillars.
- Ceiling hangings are not permitted.

Fire Regulations

- Stand material and fittings must be of non - inflammable materials or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.

Poster Hanging, Banner etc.

- Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of the venue **is not allowed without prior written authorization.**

Liability Insurance

- You are obligated to have a public liability insurance that covers all injuries to persons and damages which might cover in connection with the exhibition.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Insurance (Compulsory)

- Neither the Organizers nor the venue, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance, and shall hold harmless the Venue for any and all damage claims arising from theft and those perils usually covered by fire and extended - coverage policy.
- Exhibitors are personally liable for all expenses incurred by the organizer or by third parties in regard to technical services provided.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the exhibition stand.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's stands.
- Sound equipment must be regulated and directed into the stand so that it does not disturb neighbouring exhibits.

Smoking

- The Evgenides Foundation is a non-smoking venue.

Loading and Uploading of Material

- Exhibitors can unload their materials for the Building through 1 entrance:
The side entrance of the Conference Venue right across the Athens Marriot Hotel

Shipping Details

- Shipments must be sent to the Conference Venue on May 2nd..at 387 Syggrou Ave Palaio Faliro, Athina 175 64 - Greece from 10.00 - 18.00 hours.
Please mention clearly, on the box, the name of the conference and the name of the person who will claim them on site as also the exhibition booth number. Custom clearance and payment of relevant duties is the sender's obligation.

Box Label Example:

Evgenidion Foundation
For [name of Conference]
Will be claimed by Mrs. TBA

Company's name:.....
Booth number:.....

Useful Information

- **Wi-Fi:**
Wi-Fi services provides free access to all conference delegates, event attendees and general public in the Venue during your event.
- **Storage:**
There is available storage for exhibitors- please contact ERA ltd for more information.
- **Pre Congress Deliveries:**
The Venue staff will not accept pre-deliveries outside the commencement of the event or sign for any deliveries on behalf of an exhibitor, besides the dates indicated.
- **Cloakroom and Luggage Storage:**
- Will be provided by the Conference Secretariat
- **Catering:**
Exhibitors can use the catering facilities during the coffee breaks and lunches during the congress.

Payment Policy

Payment Options

Payment can be made online using the **PAY NOW** button at the bottom of the page or via bank remittance. For a bank remittance use the following account details:

Payment Accounts

Make your payment stating the **"BIOGAS CONFERENCE" and the name of your organization**

Name of the Bank: EUROBANK
IBAN Code: GR44 0260 0630 0004 0020 0217 528
Account No: 0026-0063-40-0200217528
Swift Code: ERBKGRAA
Beneficiary: ERA Ltd - 17, Asklipiou Str, 10680, Athens, Greece

Name of the Bank: ALPHA BANK
IBAN Code: GR66 0140 1010 1010 0200 2044 307
Account No: 101-00-2002-044307
Swift Code: CRBAGRAAXX
Beneficiary: ERA Ltd - 17, Asklipiou Str, 10680, Athens, Greece

Please note that all bank charges need to be settled by the payees.
It is important that a copy of the bank transfer receipt is sent by **fax** at +30 210 36 30 691 or by **e-mail** at info@era.gr
The payment receipt will be sent by email within 3 working days from your payment deposit.

Cancellation Policy

You have the right to cancel your booking without penalty 7 days after your payment.

For cancellation past 7 days of your booking a charging fee of 25% of the total booking cost will be charged.

For cancellations after the 1st April, the total amount of the booking cost will be charged.

