

TNC16

EXHIBITORS' KIT

CONFERENCE VENUE AND EXHIBITION SCHEDULE

The venue of the TNC16 exhibition will be the Conference Foyer of the **Clarion Congress Hotel Prague**, located on the 3rd Floor of the hotel.

Address of the Conference Venue:
Clarion Congress Hotel Prague****
Freyova 945/33
Prague 9, 19 000
Czech Republic

Exhibitors are requested to set-up and disassemble their stands during the following times:

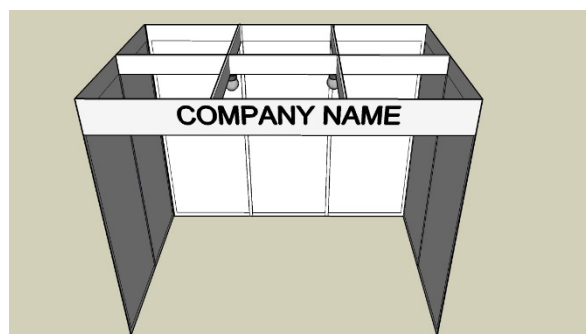
Set-up: Sunday, 12 June, between 9:00 and 17:00 or
Monday 13 June, between 8:00 and 10:30
Tear-down: Thursday, 16 June, between 9:00 and 17:00

The exhibition area will be opened throughout the conference at the following times:

Monday, 13 June	9:00 - 17:30
Tuesday, 14 June	9:00 - 17:30
Wednesday, 15 June	9:00 - 17:30

EXHIBITION BOOTHS

The Standard Booth size is 3 by 2 meters. Due to the layout of the space in the centre, your actual booth size could be slightly different. We can either provide you with standard back and sidewalls or you can bring your own. Please indicate this on the form provided at the end of this document.



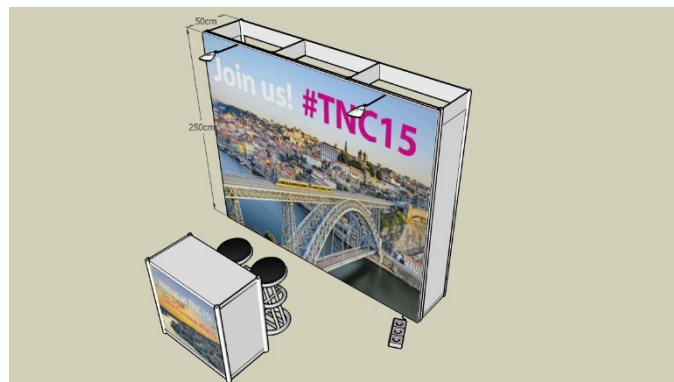
We will provide lighting for individual stands. Please mark on the form below if you do not need this.
We will provide one table with two chairs. There will be one power outlet of the standard continental

European type. Power consumption of the stand is expected to remain below 0.5kW.

You may also choose to upgrade your booth for an additional fee of 990 EUR (excluding 21% VAT).

Specifications:

- back wall construction (lamino panelling) 3 x 2,5m high, 50 cm wide
- graphic works for the back wall with dimensions of 3 x 2,5 m
- 2 spotlights
- desk with dimensions 100x50x100 cm with a shelf
- graphics for the front side of the desk
- 2 bar chairs



The price doesn't include electrical connection or carpet.

Internet connectivity is available via wireless LAN. IP addresses will be assigned through a DHCP server. Fixed IP addresses can be made available on request via the TNC16 technical team <tnc16@list.geant.org>

Booths will be allocated to exhibitors roughly in relation to the amount of sponsorship provided. However, due to the shape and size of the venue, participants will be exposed to all stands. Please find the floorplan at: <https://tnc16.geant.org/web/venue/map>



The exhibition area is spacious. There are stand numbers that you can see on the floor map. There will be sufficient staff at hand on site to show you your booth or your space and to provide you with any additional help you may require.

Additional items that you may require can be provided through our local exhibition management, **TRIUMF EXHIBITIONS, s.r.o.** (Please find the list of extra items attached). Please send them an e-mail with your request and they will deliver to the site. You are recommended to contact TRIUMF EXHIBITIONS, s.r.o. at your earliest convenience, especially if you have specific request such as graphics, print outs...etc.

LIST OF ADDITIONAL SERVICES

Stand Equipment

Text and graphics

Carpet

Audio/Video/PC

Flower decoration

Hostesses

Schematic Plan

The deadline for orders of additional services is **Saturday, 21 May**.

TRIUMF EXHIBITIONS, s.r.o. – Exhibition Management

Jaromírova 54, 128 00 Praha 2

Czech Republic

Contact person: Mrs. Zdena Fialová

Tel: +420 274 818 065

E-mail: zdena.fialova@triumf-expo.cz

SHIPPING

If you are shipping materials to Prague from inside the EU area and if those materials will be re-exported as well to an area inside the EU, no special formalities are needed.

If you are shipping materials to the Czech Republic from outside of the EU or if you want to ship materials sent to the Czech Republic afterwards to a country outside of the EU, you should definitely enlist the help of a local customs brokerage services and to contact them before any shipment is made.

If you intend to import material and furniture (such as your own stand for instance) it is highly recommended to contact a recommended local custom broker:

BECKSPEDITION

Ing. Pavel Beck

e-mail: beck.pavel@volny.cz

mobile: +420 602 311 950

Monika Veselá

e-mail: monik.vesela@seznam.cz

mobile: 6420 724 328 380

Notify: TNC16 exhibition, 12.-16.6.2016

Clarion Congress Hotel Prague (Freyova 33, CZ 190 00 Praha 9)

Exhibitor

Stand No.

c/o BECKSPEDITION PRAGUE

Kongresové centrum Praha

5.května 65

140 00 Praha 4

CZ

ARRIVAL deadline: between June 6-8 2016.

NOTE that materials can be sent directly to the Conference Venue, but should **NOT arrive** there **before June 6 and no later than June 8:**

Clarion Congress Hotel Prague**** (Conference Venue)

Attn: Daniela Horčicová (tel.: +420 211 131 151)

Freyova 33, 190 00 Praha 9

Czech Republic

Please mark 'For TNC2016 exhibition – [COMPANY NAME]' clearly on all boxes and number them consecutively, like this: box 1 of 3, box 2 of 3, box 3 of 3, and your company name and send the tracking number to tnc16@lists.geant.org as well as to brejchova@guarant.cz.

All exhibits and materials should be properly insured for transportation and for the conference. Please note that GÉANT is not taking responsibility for the transported materials.

REGISTRATION

Being a sponsor, you are entitled to free delegate pass(es) as part of your sponsorship package.

Please send the first name, last name, country of residence and e-mail address of the person who will make use of this facility to tnc16@list.geant.org

There is a special conference registration fee for a maximum of three exhibitors or demonstrators who do NOT intend to go to the conference sessions, of 300 euro (excluding 21% VAT).

This special fee does not include the social events. Tickets for social events can be added to your registration for an additional fee. For security reasons, prior registration is required for ALL personnel at the stands.

It is necessary to send the first name, last name, country of residence and e-mail address of the person(s) who will make use of this facility. We will then issue these persons with a special pre-registration code. By entering this registration code on the on-line registration pages, it will be

possible to register at the discounted price.

Normal registration fees apply to all exhibitors who will be participating in the scheduled conference or workshop programme and social events.

Hotel accommodation can be booked via our local conference organiser: GUARANT International. Prague is a very popular tourist destination and June is the high season, so we recommend that you make an early hotel booking. The selected conference hotels are in the centre of Prague, the conference venue is located close to the city centre at the Clarion Congress Hotel Prague. The hotels are all easy to access from the airport and also near to the metro stop. For your convenience, a direct link to the local conference organiser's hotel booking website is available from the link below. All listed hotels have attractive discounted rates which was negotiated for the TNC16 participants.

Find list of discounted hotels at:

<https://tnc16.geant.org/web/venue/hotels>

If you require additional information, please feel free to contact me directly. I look forward to working with you to provide a successful display at the event.

Yours faithfully,

Gyöngyi Horváth

Conference Organiser

[<gyongyi.horvath@geant.org>](mailto:gyongyi.horvath@geant.org)

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TNC16 - EXHIBITOR AND DEMONSTRATOR INFORMATION FORM

(Please fill in and return to tnc16@lists.geant.org BEFORE 21 May 2016)

Name of organisation:

Address:

Name of main contact person for the exhibition / demonstration:

Direct telephone number:

Direct e-mail address:

Direct fax number:

Please tick as appropriate:

Please provide us with a standard conference booth

We will bring our own booth. Approximate size: (attach a sketch if needed)

Please provide us with an upgraded conference booth for an additional price of 990 EUR (excluding 21% VAT)

Please provide lighting for the booth

Additional equipment needed:

Please contact:

TRIUMF EXHIBITION – Exhibition Management

Jaromírova 54, 128 00 Praha 2, Czech Republic

Contact person: Mrs. Zdena Fialová

Tel: +420 274 818 065

E-mail: zdena.fialova@triumf-expo.cz

REGISTRATION FEES

Exhibitor registration (coffee, lunches), 300 EUR (excluding 21% VAT)

PERSON(S) ATTENDING FOR THIS FEE:

Family name:

First name(s):

Country:

E-mail: