



Exhibitor Manual BioTech 2014 & 6th Czech-Swiss Symposium with Exhibition

Venue: Prague, National Technical Library, 11.-14.6.2014

Organized by: Czech Biotech Society, Technická 3, Prague 6, 166 28

Conference website: www.biotech2014.cz



Dear Exhibitor,

The members of Organizing Committee warmly welcome you as an exhibitor to BioTech 2014 & 6th Czech-Swiss Symposium with Exhibition. We hope you find this manual a 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 that reads "Paulová".

Leona Paulová

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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 following layout.



EXHIBITION TIMETABLE

Wednesday June 11, 2014

8:30 – 11:00 Exhibition booths are available for installation of your products in assigned exhibit space. All installations should be completed until 11:00 in order not to interfere with the conference program. Please refer to the registration desk before you will enter the booth.

Friday June 13, 2014

17:30 -19:00

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

EXHIBIT HOURS

Wednesday June 11, 2014

13:00-18:00

Thursday June 12, 2014

8:30-18:00

Friday June 13, 2014

8:30-17:00

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.