



EuCAP 2013 - Gothenburg
April 08 - 12, 2013

EXHIBITION & SPONSORSHIP MANUAL



EuCAP 2013 – General Information

GOTHENBURG

Gothenburg's location in the heart of a region that has the highest population density and strongest industry in Sweden makes the city an ideal choice for exhibitions, conferences and other events.

Gothenburg has so many factors that make it an enjoyable place to be. Swedes have voted Gothenburg as the friendliest city in Sweden. And a growing number of international visitors fully agree with them.

Gothenburg offers a massive choice of first-class restaurants, cosy pubs, bargain shopping, theatres, museums and events to suit all tastes.

The relaxing and friendly atmosphere is just part of the deal. Likewise the fact that all the best entertainment in central Gothenburg is within easy walking distance of the Swedish Exhibition Centre!



THE CONGRESS CENTRE

The Swedish Exhibition & Congress Centre in Gothenburg has been an inspiring venue for meetings of all sizes and kinds for almost a century.

A world-class meeting place in the heart of the city and only 20 minutes away from the airport!

The very modern exhibition and conference complex contains 9 exhibition halls, 50 conference rooms, seven restaurants and the largest hotel in Scandinavia.

The Swedish Exhibition & Congress Centre's lies in the centre, which make it easy to visit it. Because you are within easy walking distance of restaurants, entertainment, shopping, sport, culture and services it provides the ideal opportunities for all sorts of ancillary arrangements.



THE CONGRESS CENTRE

Address:

The Swedish Exhibition & Congress Centre / Svenska Mässan

Mässans gata 20

412 51 Göteborg

Sweden

Phone: +46 31 708 80 00

Fax: +46 (0)31-16 03 30

<http://www.svenskamassan.se>

More information on:

http://www.svenskamassan.se/Global/svenskamassan/pdf/SMSmap_ENG_091116.pdf

SOCIAL EVENTS

One of the best features of the EuCAP Conference is the chance to reconnect with old friends, share ideas and meet new members of the Antennas, Propagation and Measurements Community. The following social events are the perfect opportunities for networking and socializing.

- **Welcome Reception:**
 - Swedish Exhibition & Congress Centre, Exhibition Area – April 8, 2013

- **Exhibitors Reception:**
 - Swedish Exhibition & Congress Centre, lounge area located at level 2, outside restaurant Estrad – April 10, 2013

- **Conference Dinner:**
 - Kajskjul8 - April 11, 2013

Packhusplatsen 11 411 13 Gothenburg

!Times will follow soon!

CONFERENCE FEES

Exhibitors and Sponsors can register at the conference website:

<http://www.eucap2013.org/profile>

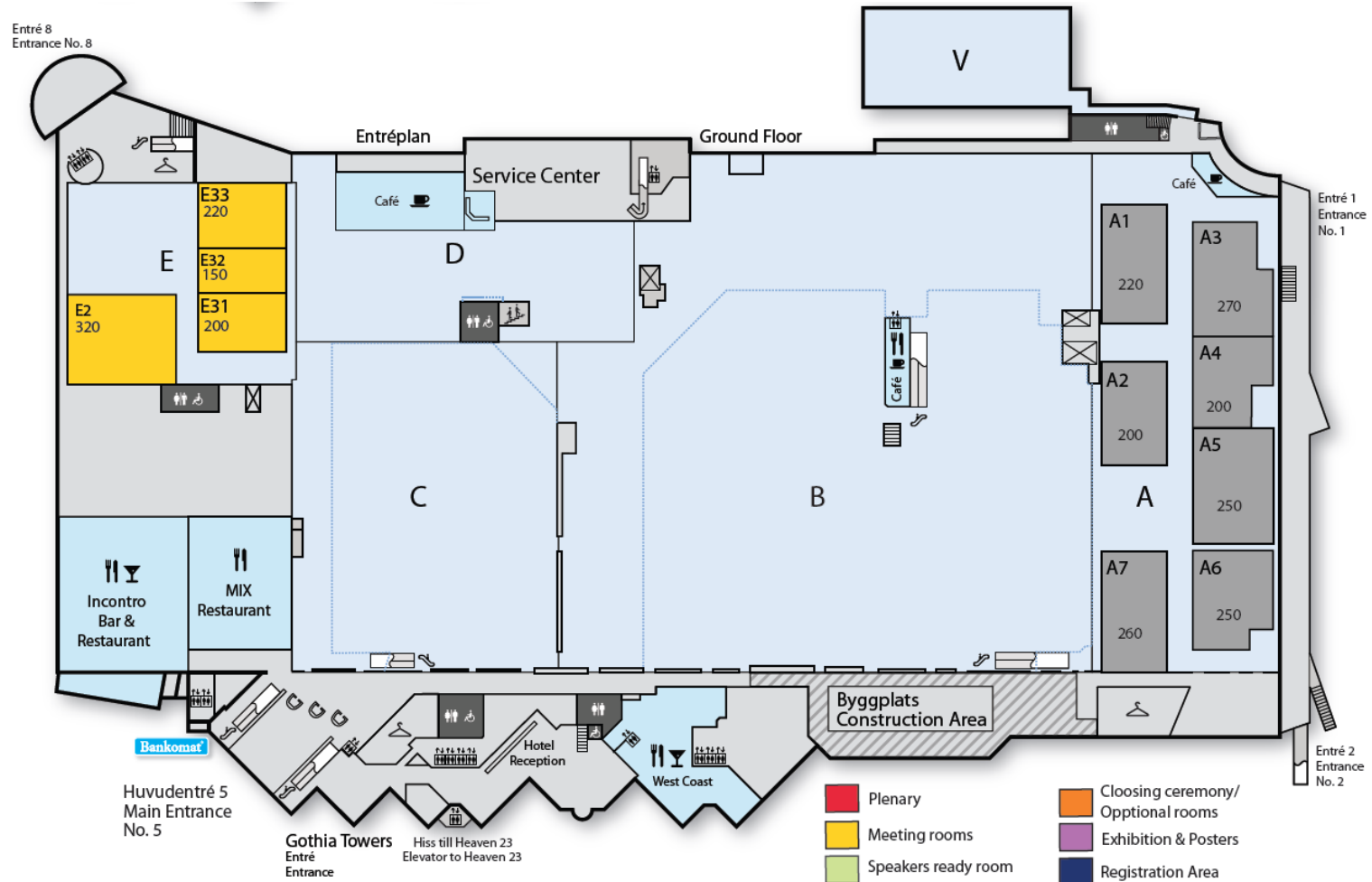
Kindly select Delegate passes for your Conference Delegates and Exhibition passes for your Booth Staff.

Discount codes are provided to Exhibitors and Sponsors for the free or discounted registrations, included in their Exhibition or Sponsor Packages.

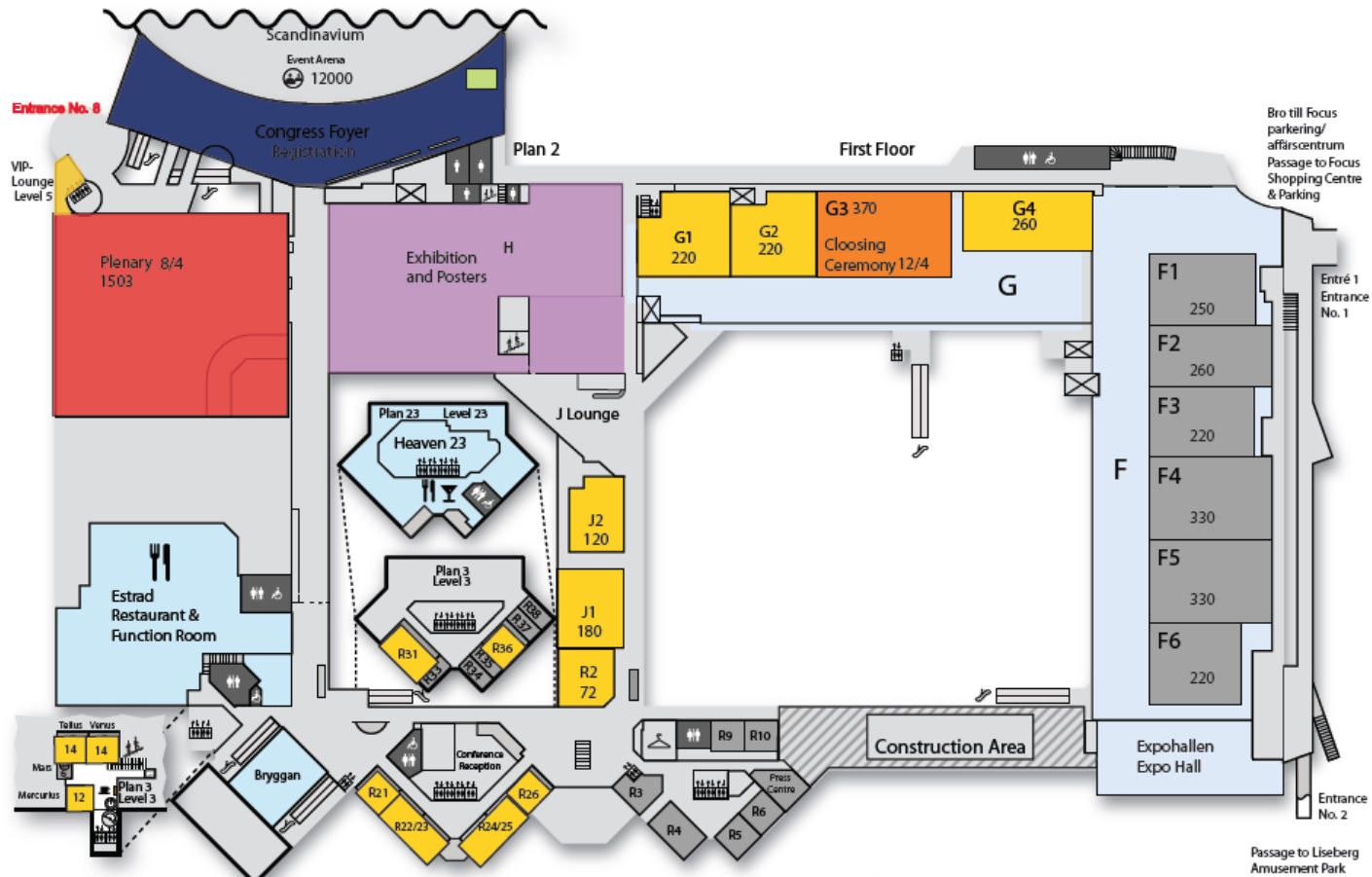
	Early Bird Rates	Standard Rates
Associated Society Members	635,00 €	735,00 €
Non Member	715,00 €	815,00 €
Student	350,00 €	420,00 €
Retired	360,00 €	430,00 €
Exhibition Visitor	80,00 €	100,00 €

* Early Bird Registration is available on or before Friday, March 08, 2013, 06 PM Central European Time. For early registrations, we must receive the Bank Transfer payment on or before March 08, 2013. Payments received after this date will be considered late and extra fees will apply.

FLOOR PLAN – GROUND FLOOR



FLOOR PLAN – 1ST FLOOR





Exhibition – Detailed Information

EXHIBITION AREA – FLOOR PLAN

You will receive a separate exhibition floorplan shortly.

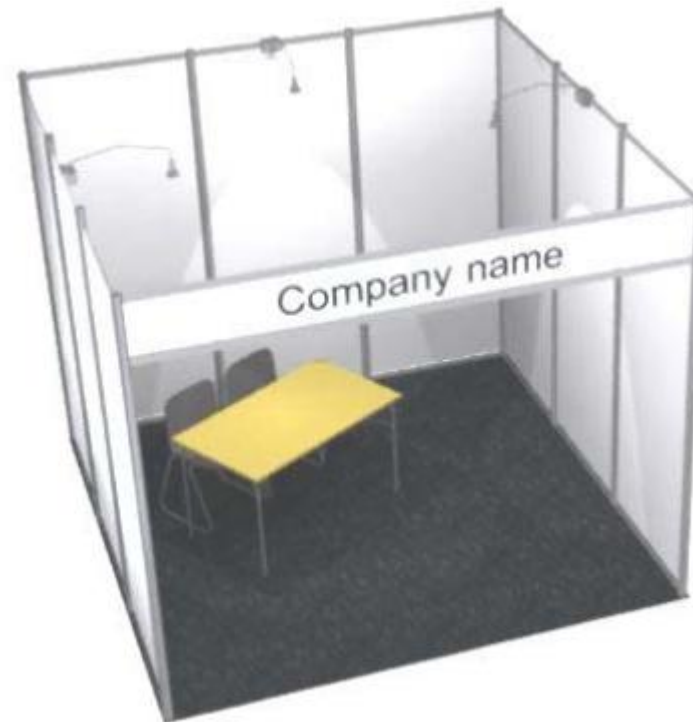
Because of the high demand on exhibition booth the Floor Plan is not available yet.

As soon as we finalize the floorplan, you will be informed by email.

You will be asked to send us your 3 preferences of booth allocations/numbers and we will try to realize your wishes.

Please note, we offer only booth positions of high quality for you.

EXHIBITION AREA – SHELL SCHEME BOOTH



STANDARD EXHIBITION PACKAGE INCLUDES

Shell Schemes, 3x3m

- Walls
- 1 Spotlights per 3 m²
- Carpet Dark grey
- One table and two chairs
- Fascia / company name in helvetica
- Electricity 240v/10amp.
- Wireless internet connection
- Standard height 2.5 metres

Note: The package does not include daily cleaning!

Free built spaces, 3x3m

- Grey carpet 9 m²
- Electricity 240v/10amp.
- One table and two chairs
- Wireless internet connection

Note: The package does not include daily cleaning!

BOOKING OF ADDITIONAL FURNITURE/SERVICES

- Our partner for booth building is monterservice.
 - Contact person at monterservice. is
Mr. Anders Stenfeldt
Tel.: +46 31 708 81 39
E-mail: anders.stenfeldt@svenskamassan.se
- For ordering additional equipment or services, please find all products at: www.monterservice.com
- Please send all additional orders directly to Anders Stenfeldt. (Order forms in the end of the Manual)
There will be a differentiated pricing system, which means that we add a surcharge of 50 percent to orders after the deadline March 7. Please note that there is no guarantee that all products will be available, if orders are placed late.
- By booking a shell scheme booth, **please fill in your company name as it should be shown on the fascia board of your booth** in the document “Schematic Plan” in the end and send it to anders.stenfeldt@svenskamassan.se
Please note: It is forbidden to bring your own wireless microphones to the exhibition.
Remember to keep an eye on your valuables in the stand. Never leave valuable items in storage lockers, cupboards or other areas at the end of each exhibition day.

IMPORTANT DEADLINES

- Early Bird Rates on Conference Registration Fees
!!! Thursday, March 7, 2013, 6 PM CET
- Booking of Sponsorship & Exhibition Packages
 - The deadlines are depending on availability and production times
 - Please do not hesitate to contact us to receive detailed information on your request
- Payments for Sponsorship & Exhibition Packages
 - Friday, **March 29, 2013**
- Booking of additional furniture and Fascia Board
!!! Thursday, March 7, 2013
- Content for Conference Book (Company descriptions, company logos, advertisements, crossword puzzle question&answer)
!!! Monday, February 15, 2013

EXHIBITION TIMES

Exhibition Dates and Schedules

- Times will follow soon

Set-up

- Sunday, April 7 15:00 – 21:00

Delivery will be via the goods entrance at Mässans Gata 6 (next to entrance 2) elevator H or via Focus Shopping Centre car park level 3 .

The entrance to the Swedish Exhibition Centre loading bay is accessed from Örgrytevägen (see map, Page 22).

For delivery, mobile environmental stations are placed in the halls, where all garbage is to be sorted. During delivery/return delivery, it is absolutely forbidden for minors to be in the halls. The Swedish Exhibition Centre has a non-smoking policy in all halls

EXHIBITION TIMES

Dismantling

- Time will follow soon

During return delivery, exhibitors must use Elevator from H-hall or via Focus Shopping Centre car park level 3

For moving out, mobile environmental stations are placed in the halls, where all garbage is to be sorted.

Exhibiting companies will be charged for the removal of refuse and any exhibited goods left behind.

Please respect the fact that no exhibitor is allowed to break/dismantle their stand or carry out exhibition goods before the time appointed for moving out on the last fair day.

EXHIBITOR REGISTRATION

The registration is subdivided into 5 steps.

- Step 1 : Name
Please enter your data and discount code, if included in your package.
- Step 2 : Fee
 - a) If you don't have a discount code you see only the fee without code
(Member, Non member, Student, Retired, One pass day, two pass day, Exhibition Visitor)
 - b) If you have a discount code, you see only the fee linked to discount code you entered
- Step 3 : Items : Check your bought items
- Step 4 : Bill: Check invoice header and VAT
- Step 5 : Payment method : Choose Credit card or bank transfer

Stand personnel passes will be available at a price of 60 € per day incl. lunch, 2 coffee breaks and entrance to the exhibition area. The passes are not transferable and for booth staff only.

Each stand personnel must make a separate registration using the discount code StandP2013. This is because each one has a personal badge with his name.

DELIVERIES & STORAGE

Consignments for “Early Delivery”

Book shipment time by fax +46 31 708 87 07 or e-mail: transport@svenskamassan.se

Goods transport to and from the Swedish Exhibition Centre

The Swedish Exhibition Centre is located in Gothenburg's Environmental Zone. As a result of this, special rules apply to heavy vehicles calling at our premises. Our environmental commitment includes time control, groupage and coordination of goods being transported to/from the Swedish Exhibition Centre. Thus we are able to reduce the number of transport assignments and schedule them to times of lower traffic density.

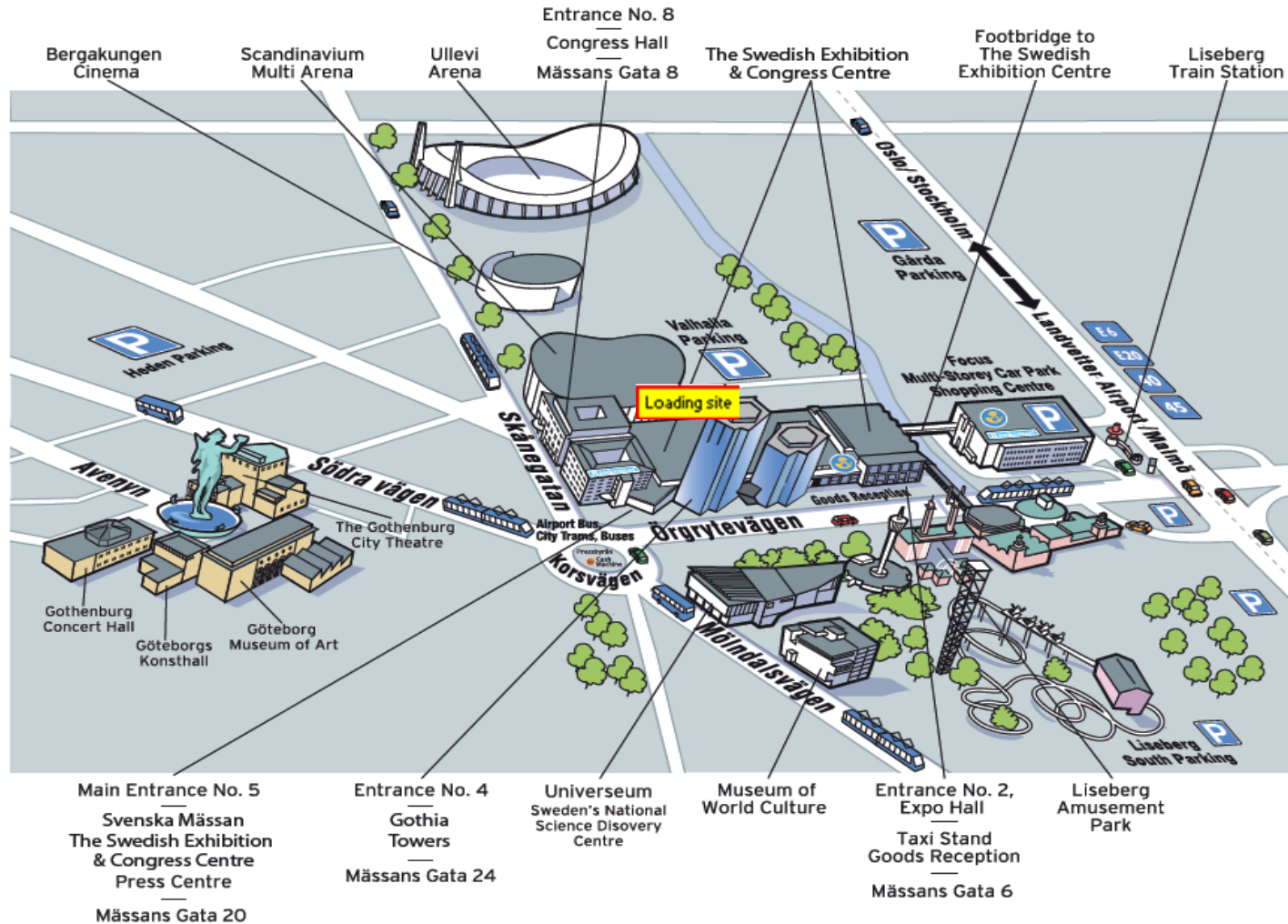
All goods transports must be booked in advance. Deliveries not booked will be charged extra! Due to our restricted loading/unloading space, we must restrict your time on the loading yard to approximately 15 minutes.

Delivery address for consignments:

The Swedish Exhibition & Congress Centre / Svenska Mässan
EuCAP 2013
To: Exhibiting company, Stand No
Mässans Gata 6
SE-412 51 Göteborg
Sweden

Monterservice will take care of empty boxes. Please find a current price list in the end.

VENUE MAP SWEDISH CONGRESS CENTRE



ACCESS ROUTES (STAND EQUIPMENT, DELIVERIES)



ACCESS ROUTES (STAND EQUIPMENT, DELIVERIES)

Smaller transports by car

Drive in to Gårda Affärscentrum car park (maximum height 2,10 m). If you park your vehicle on the 2nd floor, you have access to a walkway bridge directly into hall A. There are trolleys by the bridge which can be borrowed to transport goods.

Entrance to the Swedish Exhibition Centre s loading yard is from Örgrytevägen.

Miscellaneous

Vehicles must not be driven into the fair halls for loading or unloading of goods. Internal transport, lifting and truck work in the fair area is handled by the Swedish Exhibition Centre Transport. All indoor transportation up to 4 tonnes is by electric forklift truck. Work is charged as per the current price list. Which you can find for goods and transport services at <http://www.monterservice.com>.

All personnel collecting exhibition goods must be able to provide identification or show in some other way that they have the right to remove an exhibitor s goods. If an exhibitor employs an external firm to transport exhibition goods, the exhibitor must inform the Swedish Exhibition Centre Transport and issue confirmation that the individual concerned has the right to collect the goods.

MORE USEFUL INFORMATION...

Door-Stand-Door

The Swedish Exhibition Centre can offer door-to-stand-to-door service, including the handling of empty packaging, forklift services, and transport.

More information is available on transport@svenskamassan.se

Note!

Deliveries which have not been booked will be charged extra!

Unless otherwise notified, we will unload your goods and drive them to your stand. This is charged as per the current price list. For reasons of space, we must limit your time at our loading bay to about 15 minutes.

Technical requirements

Materials used in stand walls must be slow to ignite, i.e. no more flammable than wood. Acceptable materials include chipboard, fibreboard (non-porous) and plywood.

Fabrics and other **decorations** must be treated with flame retardant.

Special rules apply to ceilings with an area greater than 30 m². Please contact:

E-Mail: kristian.hansson@svenskamassan.se

Phone: +46 31-708 8171

For other technical information regarding building rules, utilities and connections, fire regulations, safety, health and the environment, see: www.monterservice.com

MORE USEFUL INFORMATION...

Important

Goods that have not been removed, or booked for removal, at the end of the moving-out period, will be moved/transported to storage at the exhibitor's expense, as per the current price list.

Unmarked goods that have been left behind after the exhibition, and cannot be identified, will be sent for destruction.

Everyone who wishes to collect exhibition goods must identify themselves or otherwise demonstrate that they have the right to collect exhibitor's goods.

If the exhibitor book another shipping company to transport the goods, the exhibitor must notify the Swedish Exhibition Centre's Transport Department and issue a permit showing that the firm in question has the right to collect the goods.

Questions?

E-mail: transport@svenskamassan.se

Fax: +46 31 708 87 07

Freight documents must always be submitted to the Swedish Exhibition Centre's Goods Reception regardless of who has arranged the transport

MORE USEFUL INFORMATION...

Internet

- Wireless internet connection is available in the exhibition area
 - To guarantee a stable and fast internet connection, it is recommended to order extra internet cable-connection for your booth.

Catering

- The catering area is placed exclusively in the exhibition area to increase the frequency of visitors in this area

Accommodation

- Bookings via this online booking service tool!
<http://online.citybreak.com/Search/Search12.aspx?onlineid=1187162268&culture=EN>

Cleaning

- There will be a daily cleaning of the public area of the conference center, but there will be no cleaning of booth. Daily booth cleaning can be ordered separately. Please see the order forms attached.

MORE USEFUL INFORMATION...

Security

- One hall manager will be inclusive as basic security.
- For Booth security, please contact anders.stenfeldt@svenskamassan.se
- Security is at your own risk.
- Please make sure that you do not leave valuables (Laptop, etc) in the exhibition area, after the exhibition is closed. If valuables need to be left in the booth during night, it is recommended to order extra security staff or an extra insurance. For further details, please contact us.
- Do not leave your booth unattended during the day.

Parking of trucks

Unfortunately, there is no space for parking of trucks. The transport department can advice on spot!

Parking of personal cars

- There is a parking space next to the venue
- Price: Skr 12/hour

CONTACT DETAILS - EXHIBITION

If you have any questions concerning the EuCAP 2013 exhibition and sponsorship packages, please do not hesitate to contact Marion Annabrunner or Jennifer Kohnert

- at (0049) (0)89-660799-420,
- by fax (0049) (0)89-660799-777, or
- by e-mail at EuCAP2013@realize-events.de

During the EuCAP 2013, please contact us on our mobile phones:

Marion Annabrunner

0049 151 50 61 88 29

Jennifer Kohnert

0049 176 45 03 20 05



Exhibition – Order forms