EXHIBITORS MANUAL

EU-CNC

THE CONNECTIVITY REVOLUTION

European Conference on Networks and Communications

Dubrovnik, Croatia
June 15-18 2020
**Exhibition in EuCNC 2020**

EuCNC 2020 is the 29th edition of a successful series of a technical conference in the field of telecommunications, sponsored by the IEEE Communications Society (ComSoc) and the European Association for Signal Processing (EURASIP), and supported by the European Commission. The conference focuses on various aspects of 5G communications systems and networks, including cloud and virtualisation solutions, management technologies, and vertical application areas, and looking already into Beyond 5G matters. It targets to bring together researchers from all over the world to present the latest research results, and it is one of the main venues for demonstrating the results of research projects, especially from R&D programmes co-financed by the European Commission.

The conference attracts more than 600 delegates worldwide (750 in the last edition), from around 50 countries in all world regions, and 40 exhibitors (70 in the last edition), hence, making this event one of the most prominent ones in the field. EuCNC is attended by an almost balanced audience between industry (encompassing executives, directors, department heads, project managers, researchers and practicing engineers) and academia (professors, researchers, post-docs and Ph.D. students), but including also officials from the European Commission, and European countries regulators and governments.

By exhibiting at this event, you have the opportunity to maximise gains by enjoying prominent exposure and visibility of your institution or company towards a large yet targeted audience and draw attention of key players in the field from all around the world.

The exhibition will be open from Tuesday, June 16th, 10h30, until Thursday, June 18th, 12h00.

EuCNC 2020 is being organised by the University of Dubrovnik.

**The Venue**

EuCNC 2020 will be held from Monday, June 15th, to Thursday, June 18th, 2020, at the Valamar Lacroma Dubrovnik Hotel, Iva Dulčića 34, which is only a stone’s throw away from the beaches of the green peninsula of Babin kuk. Owing to its top-quality service and amenities, it has received the “World Travel Award” as Croatia’s leading business hotel for six years in a row. Its multifunctional congress centre, one of the biggest in the area, makes an ideal venue for all types of business events, from small meetings to conferences hosting up to 2,000 attendees.

The conference will take place in the Business Centre, which will host the technical session, the exhibition area, coffee breaks, and all other technical events.
Information about booths

Exhibition booths will be available for projects, research labs or companies. Standard format exhibition stands are planned in the size of 6 m² and 12 m². The fees for each exhibitor type for the basic standard booth of 6 m², a booth of 12 m² requiring to pay twice as much, are (all rates are given in Euros, VAT currently at 25%):

**Project Exhibitor Fee: 1,000 € (VAT excluded)**
- 6 m² basic exhibition booth
- 1 complimentary EuCNC limited registration
- Logo of the project in conference programme and other marketing channels
- Logo in conference website, APP and social networks pages (with link to project website)

**Commercial Exhibitor Fee: 2,000 € (VAT excluded)**
- 6 m² basic exhibition booth
- 1 complimentary EuCNC limited registration
- VIP table seat at Banquet
- Logo of the project in conference programme and other marketing channels
- Logo in conference website, APP and social networks pages (with link to project website)

**Booth Personnel Registration Fee: 350 € (VAT included)**
This registration fee (R12) is for exhibitors that want to have personnel at the booth, solely for the purpose of manning the booth, a maximum of 2 per 6 m² being possible, including:
- Access to exhibition
- Conference Lunches, Conference Coffee Breaks, Welcome Reception, and Bag.

**Features included in the basic exhibition 6 m² booth:**
- General Structure in silver colour aluminium
- Total height of the stand 2.5 m (the lowest point in the exhibition area is 2.7 m)
- White melamine walls
- Inscription board in block letters
- 1 Info counter
- 1 Bar stool
- 1 Chair
- 1 Trash can
- Fair carpet
- 1 Spotlight
- 1 Electrical socket

**Additional features in a booth:**
Additional equipment will be available, upon request, for lease from the Dubrovnik Sun PCO, including additional furniture, decoration, lighting and technical equipment.
General information on setting up and dismantling stands

EXHIBITION OPENING HOURS

The exhibition will be open from Tuesday, June 16th, 10h30, until Thursday, June 18th, 12h00.

Tuesday, June 16th 10h30 – 18h00
Wednesday, June 17th 09h00 – 18h00
Thursday, June 18th 09h00 – 12h00

SETTING UP, DISMANTLING AND DECORATING STANDS

General, access and parking

To ensure that stand set up and dismantling runs smoothly, please remember the following:

• There are 2 options to get into the Exhibition area depending on the size of your pallet.
  1. First one, which connect directly the Exhibition area with main delivery area of the hotel is the way for the EURO pallets (120 cm x 80 cm).
  2. In case the pallet is bigger than EURO size there is a second option – direct delivery on the ground floor (please note that the maximum width of the path is 143 cm at the narrowest part at the very end) which is connected with the exhibition area with the elevator. Elevator door dimensions: 120 cm x 209 cm.
• The access road is for loading/unloading only. No parking is allowed on this road.
• Hotel Valamar Lacroma provides trolleys for transporting goods to your stand.

GOODS RECEPTION AND STORAGE

Sending materials

We kindly ask you to pay all the shipping and customs duties prior to the delivery.

For sending materials from EU countries, please follow below steps when sending materials:

Please, address correctly your package/shipment:

VALAMAR LACROMA DUBROVNIK
- Conference department – Attn: Ms. Marija Margaretic
Name of the conference and your stand/company name
Iva Dulcica 34, 20 000 DUBROVNIK
CROATIA

Regarding the exact delivery and pick-up dates, they will be defined individually for each event, due to the available limited storage capacity

After sending your shipment, please share the tracking information with us at: marija.margaretic@valamar.com

Delivery and pick-up time working hours: Mon-Fri 07:00-14:00, Sat 07:00-12:00

The largest pallet size that can enter the hotel is the EURO size (120 cm x 80 cm). For larger items and deliveries outside working hours, please contact us to arrange the details at: marija.margaretic@valamar.com
**For shipments outside EU:**

**ATA Carnet**

If ATA Carnet is operating in your country, please note that custom procedures can be done with ATA Carnet guarantee more conveniently. ATA Carnet is an international customs document that permits the duty-free and tax-free TEMPORARY import of goods for up to one year. For detailed instructions, please contact your country’s Chamber of Economy or Chamber of Commerce.

**PRO-FORMA INVOICE for shipments outside EU has to contain:**

- All goods, with value (in €) listed - it can be just 1.00 €, but the value has to be shown
- Sender: name, telephone number and complete address of the sender

**For shipments outside the EU:**

Please make sure that the sender pays all custom duties. If this is not possible, please contact us at marija.margaretic@valamar.com to confirm we can pay the duties in your behalf and use below address on the pro-forma invoice. Before sending the shipment, we would kindly ask you to send us a filled in credit card authorization form that is part of this document (last page).

- **Statement**: Payment of customs duties and taxes will be covered by sender.
- TEMPORARY IMPORT: specification for goods which will be shipped back to origin country
- PERMANENT IMPORT: specification for goods which will be free distributed to event participants or guests

**Receiving and handling**

Please note that the shipping company should unload all the packages from the delivery vehicle and deliver them to the hotel storage. Valamar Lacroma Dubrovnik Hotel staff is able to receive the packages and keep them in the Business centre.

The exhibitors / exhibition organisers are responsible for the delivery of the packages and pallets to the stands or exhibition area.

The hotel can provide strollers, as well as 1 hand pallet jack for larger items.

Forklifts do not have access to the hotel; kindly arrange the delivery and pick-up with the tail truck.

For large exhibitions with numerous individual exhibitors, we would kindly ask you to organise a dedicated courier who will be handling all exhibition shipments and will make sure they are all in time in the hotel and pick them up in time from the hotel.

Storage space is limited and it is located in the Business centre (1st floor). Please note that the hotel is not responsible for storing the shipments longer than 3 days after the event.
The hotel does not provide cold storage - if needed, please check the possibilities of the special types of storage with DUBROVNIK SUN professional congress organiser.

**Return shipments**

Please make sure that the packages are packed properly, stick the label on the top and arrange the pick-up with the courier.

For the exact pick-up time, feel free to forward the hotel contact number to the courier: +385 99 483 9557 (Marija Margaretić).

*The following maps show vehicle access for the Hotel.*

**EURO PALLET** (orange arrows):

**BIGGER PALLETS** (green arrows):

**Exhibition hall description**

Description:

- Floor: carpet
- Walls: wooden ceiling (cardboard and gypsum – knauff tech.)
- Floor load capacity: 500 kg/m²
- Headroom: variable height due to ceiling design, from 2,50 metres to 3,20 metres
• Ceiling lights: combination of halogen lamps and LED lamps
• There are no slopes in the Exhibition area at Valamar Lacroma Dubrovnik Hotel.

Important:
Holes may not be made in the walls, ceiling or floor of the exhibition hall. Any alterations or damage to rooms, facilities or objects will be charged to the exhibitor responsible.

EUCNC 2020 Exhibition Booth Plan

Dates and times
Access times for setting up and dismantling your stand are as follows:
• Set up by exhibitors who have hired a stand: **Monday, June 15th, from 08h00 to 18h00**
• Set up by exhibitors who bring their own stand: **Sunday, June 14th, from 16h00 to 20h00**
• All merchandise, packaging, etc., must be removed from access walkways by **18h00 on Monday, June 15th**
• Stand dismantling: **Thursday, June 18th, from 12h00 to 18h00**. Stands may not be dismantled until all delegates have left.

Booth construction and measurements
Please carefully check your exhibition booth location and number of square meters as agreed.
Maximum booth height in the Exhibition area is 2.50 meters

WIFI and internet
Access to WIFI is free within the Valamar Lacroma Dubrovnik Hotel. If you will need additional strong connection in the booth, please contact DUBROVNIK SUN professional congress organiser.
**Stand description and decoration**

For stand set up and equipment, please refer to the descriptions supplied on the following pages. Stands must be left as they are found. Please do not paint them or stick paper to them, unless you use special double-sided tape which leaves no marks on the surface. The exhibitor will be invoiced for any damage caused to the stand.

Exhibitors may decorate and equip their stand as they wish, as long as they take the following points into account:

- Stand equipment should not exceed the allocated floor surface area or the height of the walls. No installations or decoration which could offend any or all of the exhibitors will be permitted.
- Loudspeakers and other similar devices are prohibited. Pamphlets and samples may only be distributed within the stand itself.
- Adhesive tape may only be used to mark the stand area or to fix carpets with permission from the Hotel Valamar Lacroma. A layer of masking tape underneath the adhesive tape will facilitate its removal after the event. Adhesive carpet tiles may not be used. Damage caused by exhibitors who disregard these rules will be paid for by the exhibitor.

**Stand cleaning**

The exhibition halls and walkways will be cleaned after the set up.

Exhibitors are responsible for cleaning their own stand. An order form is attached for extra cleaning services. Cleaning will only be allowed when the exhibition is closed to visitors.

**Escape routes**

All escape routes must be kept clear at all times.

**EXCERPTS FROM THE HOTEL VALAMAR LACROMA REGULATIONS**

**Theft**

Exhibited goods, stand components and packaging materials are left in the Hotel Valamar Lacroma’s exhibition halls or rooms at the exhibitor’s risk.

As a preventive measure, the Hotel Valamar Lacroma advises exhibitors not to leave small easy-to-carry items unguarded, or to leave their stand unattended whether it is assembled or disassembled. The Hotel Valamar Lacroma declines all responsibility for lost or stolen items.

DUBROVNIK SUN professional congress organiser can provide additional security on request.

**Exhibitors’ civil liability**

The exhibitor is liable for all damage caused to a third party, either by himself or his personnel or by persons authorised to act on his behalf.

**Catering service and delivery of food and drinks to stands**

Please note that bringing your own food and beverage items is not allowed.

The Hotel Valamar Lacroma provide food and drinks in the Hotel’s restaurant and cafeteria, and deliver food and drinks to stands on request. Exhibitors are therefore required to contact Hotel for all food, drink, buffet and cocktail orders.

The contact person for all catering questions is:

Marija Margaretić, +385 20 449 103, +385 99 483 9557, marija.margaretic@valamar.com
Other information

The exhibition organisers, DUBROVNIK SUN professional congress organiser and the Hotel Valamar Lacroma management reserve the right to modify these terms and conditions at any time. The exhibition organisers will inform exhibitors of any changes. All information and instructions given to exhibitors by the organisers are an integral part of these regulations.

CONTACT

Exhibition proposals and registration

Proposals should be submitted by the deadline, Apr. 10th, 2020, to the EuCNC organising committee: exhibitions-eucnc2020@inov.pt

Extras and special requests

DUBROVNIK SUN professional congress organiser:

Email: eucnc.2020-exhibition@dubrovniksun.hr

Telephone: +385.20.436.363
# CREDIT CARD AUTHORIZATION FORM

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## Authorization to charge a credit card

In order to charge your credit card, please provide the following details:

- **Credit card number:**
- **CVV2 number:**
- **Expiry:**
- **Name of the credit card holder:**
- **Company:**
- **Signature:**

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**Gives the authorization to**

Valamar Riviera d.d.

Vatroslava Lisinskog 15/A

HR-20000 DUBROVNIK

Tel (MICE dpt): +385 20 448 228
Fax (MICE dpt): +385 20 448 444

**To charge the above credit card**

For the amount of __________________

In hotel____________________________________

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Together with above mentioned, please provide also:

- Scanned copy of the credit card /both sides/

In ________________________, ____________2020