

# Exhibition manual



Antwerp, Belgium ■ 3-6 June 2024

Dear Madam,  
Dear Sir,

First and foremost, we would like to thank you for your sponsorship of the [EuCNC 6G Summit](#) taking place in Antwerp on 3-6 June 2024.

This edition will take place at the [Flanders Meeting and Convention Center, Elisabeth Center Antwerp](#), a venue that is conveniently located in the city centre.

We are also pleased to inform you that we expect to welcome an international audience of approx. 900 to 1,000 participants.

So, we sincerely hope that the Congress will be a successful event for you and your company.

Enclosed please find the exhibition manual with the practical exhibition guidelines. Should you have any further queries prior to or during the Congress, please feel free to contact us.

It goes without saying that your active participation and support will largely contribute to the success of the Congress.

Wishing you a successful event and thanking you again for your support, we remain,

Yours faithfully,

Jeroen Famaey  
Michael Dieudonne  
Emrah Kinav

# Exhibition & Sponsorship Manual

## Table of contents

WELCOME TO 'A ROOM WITH A ZOO' .....	4
Exhibition & Sponsorship Manual.....	5
General information about the venue .....	5
1. Venue.....	5
2. Entrance .....	5
3. Accessibility .....	5
General information about the EuCNC & 6G Summit.....	7
1. Website .....	7
2. Dates & Timing.....	7
Deliveries.....	8
1. Pre-Congress Deliveries.....	8
2. Direct deliveries.....	8
3. Shipping from the Congress centre AFTER the Congress .....	8
4. Loading and reloading .....	9
Exhibition .....	10
1. Installation of the booths.....	10
2. Removal of the booths .....	10
3. Booths .....	10
4. Electricity .....	12
5. Badges, Access and Registration .....	12
6. General Rules & Disclaimers .....	12
7. Terms of Payment.....	12



## WELCOME TO 'A ROOM WITH A ZOO'

A Room with a ZOO: better known as Elisabeth Center Antwerp (ECA) or the Flanders Meeting & Convention Center Antwerp (FMCCA).

A Room with a ZOO is a stately gem in ZOO Antwerp. Since 1843, the award-winning ZOO has been a green oasis that connects people by showcasing life and building bridges between people, both socially and professionally.

It is the perfect setting for our [EuCNC 6G Summit](#).

A Room with a ZOO consists of the magnificent Historical Wing, the modern Carnot Wing and the impressive Queen Elizabeth Hall.

The entire building comprises 25,000 metres of conference and event space that you can divide into as many as 30 different rooms.

Each room in the Historical Wing has its own theme.  
They named the rooms in the Carnot Wing after their animals.

Besides the eye, the stomach wants something too. The building is therefore equipped with an underground 'full-service' production kitchen for our in-house Elisabeth Catering.



# Exhibition & Sponsorship Manual

## General information about the venue

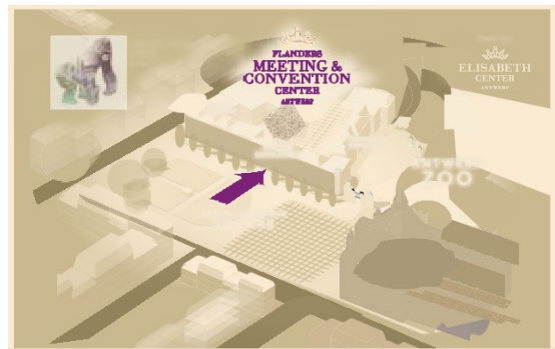
### 1. Venue

Flanders Meeting and Convention Center Antwerp (FMCCA)  
Elisabeth Center Antwerp  
Koningin Astridplein 20  
2018 Antwerpen  
<https://www.a roomwithazoo.com/en/>

### 2. Entrance

The stately building has three different entrances. The entrance for the EuCNC 6G Summit is the Main Entrance.

**Main Entrance Astridplein**  
Koningin Astridplein 21  
2018 Antwerp  
Belgium



### 3. Accessibility

The Elisabeth Center is located in the heart of the city - barely a ten-minute walk from the historic centre. By public transport, you can get there easily. Because it is right next to Antwerp Central Station with several tram and bus stops within walking distance.

Coming by car? There are plenty of parking options nearby.

#### BY CAR

The smartest route to A Room with a ZOO is by train, although you can also easily reach the Congress Center by car. Antwerp is located at the intersection of several major European motorways.

The best parking option is in the public car park Parking Station ZOO.



*Users parking in the Station/ZOO parking can have their entry ticket validated at the entrance of the Atrium (there is a fixed device where you need to hold the card). This way, you only need to pay 6 euros per day at the parking machine instead of 20 euros per day. Please note that these are not reserved spaces! If the parking is full, we cannot offer this discount.*

*More information about the parking can always be found on the venue website:*

<https://www.a roomwithazoo.com/en/practical/getting-there/>

Another possibility is Parking Roosevelt. There, you can book a parking space for your chosen day in advance. Use the promo code 'zooantwerpen' to get a discount.

Please find more information on the discount rates.

Other parking facilities in the immediate vicinity of A Room with a ZOO:

[Parking Centraal](#)

[Parking Breidel](#)

[Parking Astridplein](#)

[Parking De Keyser](#)

[Parking Diamant](#)

**IMPORTANT: LEZ**

Since 2017 A Room with a ZOO is located in a low-emission zone (LEZ), which helps improve air quality. Surf to the LEZ Antwerp website (<https://lez.antwerpen.be/?taal=EN> ) and check whether your car is allowed in the low-emission zone. If not, you can purchase a day-pass online.

## General information about the EuCNC & 6G Summit

### 1. [Website](#)

For all basic information, please visit our website: <https://www.eucnc.eu/>

### 2. [Dates & Timing](#)

#### Construction Period:

Sunday 2 June: Only exhibition builder Alter Expo  
Monday 3 June: For exhibition stand holders from 08.00 – 17.00 hrs

#### Exhibition Period:

- Monday 3 June: 18.00 – 23.00 hrs (Welcome Reception)
- Tuesday 4 June: 08.00 – 17.30 hrs
- Wednesday 5 June: 08.00 – 17.30 hrs
- Thursday 6 June: 08.00 – 11.00 hrs

#### Deconstruction Period:

- Thursday 6 June: 11.00 – 13.00 hrs



## Deliveries

### 1. Pre-Congress Deliveries

**Freight forwarder:**

KRISTAL have been appointed by the organizer as the official freight forwarder, customs clearance agent and official drayage contractor.

Consigned to: Kristal  
Brucargo 734  
B-1830 Machelen – Belgium  
Ctc Wim Poels/ Maria Pantoniou  
Tel + 32 2 7514680  
For EuCNC / 6G SUMMIT 2024  
Name Exhibitor / Booth nr

Goods must reach advanced warehouse not later **than 23 May 2024 (non-EU shipments) and 29 May 2024 (EU shipments)**.

Once you have received the confirmation code, you can use it on the [webshop](#) to contact the freight forwarder. (Fill in forms will be provided on the website)

### 2. Direct deliveries

Address: Carnotstraat 12 – 2018 Antwerpen – Belgium  
The entire city centre of Antwerp and Linkeroever are a Low Emission Zone (LEZ).  
The most polluting cars are no longer welcome in the city.

Exhibitors may make walk-in deliveries on Monday, 6 June 2024, between 08.00 and 14.00 hrs. However, as the venue is in a pedestrian zone, exhibitors should deliver stands via the public parking area, not at the entrance. The loading dock is [reserved for the exhibition stand builder](#), and exhibitors cannot use it. Please plan deliveries accordingly. [Exhibitors wishing to deliver materials directly should inform Medicongress.](#)

**Direct shipments to the booth at exhibition site will only be accepted on move-in/move out dates and hours and with a confirmed unloading/reloading slot.**

Always check your vehicle with the check tool <https://www.slimnaarantwerpen.be/en/LEZ> before entering the LEZ.  
Direct deliveries with vehicles to the venue are restricted.

! Note that there is no parking space for vehicles near the congress centre. You will have to park your vehicle in the official car parks.

### 3. Shipping from the Congress centre AFTER the Congress

Exhibitors can ship boxes from the FMCCA on Thursday afternoon, **6 June** between **14.00 and 16.00 hrs.**  
For optimal service, we recommend collaborating with our designated freight forwarder, Kristal.  
Upon confirmation, you will receive specific details regarding the shipping arrangements.

**If you use your own transport company to pick-up your goods after the exhibition, note that all goods not evacuated on 6 June at 21.00 will be collected by Kristal. All costs incurred will be charged to the exhibitor.**

**Please note that any customs costs for transport back should be charged to the exhibitor and NOT to the FMCCA or Medicongress.**



## 4. [Loading and Reloading](#)

The exhibition builder Alter Expo will prepare a schedule (contact details will be provided upon confirmation). In your confirmation email, you will receive a link to fill out an unloading/reloading slot form. (webshop)

Supplies:

Elisabeth Center Antwerp  
Loading dock Carnotstraat 12  
2060 Antwerp Belgium

### **Important information**

The loading dock is a loading and unloading area only.

Parking is not permitted.

Incorrectly parked vehicles will be towed immediately by the local authorities.

Trucks park at:

1. [Parking Metropolis/Decathlon \(via tram lines 1 and 6\)](#)
2. [Parking Makro \(via tram lines 5 and 10\)](#)
3. [Desguinlei \(Wezenberg\) \(via tram lines 2 and 6\)](#)



## Exhibition

### 1. Installation of the booths

The exhibition will take place in the Atrium, Marble Hall and Okapi rooms of the FMCCA, located on the ground floor. Coffee breaks, lunches and the Welcome Reception will be organised in this area as well.

The exhibition will be open to the public on the following days and hours:

- Monday 3 June: 18.00 – 23.00 hrs (Welcome Reception)
- Tuesday 4 June: 08.00 – 17.30 hrs
- Wednesday 5 June: 08.00 – 17.30 hrs
- Thursday 6 June: 08.00 – 11.00 hrs

Maximum height of the booth is 2m50.

Alter Expo staff will coordinate the set-up and dismantling of the exhibition and are at your service throughout the congress for any questions you may have.

Booth installation is set for Monday, **3 June, starting at 08.00 hrs and concluding at 17.00 hrs**. All booths must be fully prepared **by 17.00 hrs**. Please be advised that booth construction is prohibited during the Welcome Reception at 18.00 hrs on Monday, taking place in the exhibition hall.

The exact booth location of your company will be indicated on the booth of the exhibition area.

**IMPORTANT: It is prohibited to nail, screw or stick items on the structure (walls, ceiling, pillars, doors, elevators, etc.) of the Exhibition area. Any deterioration/damage will be invoiced to the exhibitor.**

### 2. Removal of the booths

Alter Expo staff will coordinate the dismantling of the exhibition and are at your service throughout the congress for any questions you may have.

Booths are to be removed on Thursday, **June 6, immediately after 11.00 hrs** until 13.00 hrs.

Booths may on no account be removed earlier or on another date. We urge you to respect the congress time schedule and to await the end of the congress to remove your booth.

**IMPORTANT: Exhibitors must not leave any waste behind. All associated costs will be charged.**

### 3. Booths

An exhibition booth can be ordered **before 29 March**.

The exhibition booth includes:

- Volt carpet "Rewind" with plastic protection
- Booth walls constructed with Aluvision frames (height: 250cm)
- White infill panels
- 1 name mention (corner booth, 2 names)
- 2 LED spotlights on arms/4 LED spotlights 12m<sup>2</sup>
- 1 power outlet (500W)
- Table & 2 chairs (per booth)



## Rate:

### **The cost for the exhibitors:**

		<b>TAV INCL</b>
Booth 06 m2 - Project	€ 1.500,00	€ 1.815,00
Booth 12 m2 - Project	€ 3.000,00	€ 3.630,00
Booth 06 m2 - Business	€ 3.000,00	€ 3.630,00
Booth 12 m2 - Business	€ 6.000,00	€ 7.260,00

After the location assignment, you will receive an invoice and a link to the online shop.

Upon receiving confirmation of your booth reservation, you will have the option to order additional materials through the webshop. **Additional options** available in the webshop:

- Furniture: Packages and individual items:
  - Furniture package 1: 1 high table + 2 barstools € 258,72 TAV excl
  - Furniture package 2: 1 counter (lockable), 1 brochure holder and 1 barstool € 363,09 TAV excl
  - Furniture package 3: 1 platform (1x1 m – lockable) and 1 brochure holder € 392,49 TAV excl
  - Alle these items are also available separately.
- AV (Audio-Visual): LED screens on booths or mounted on walls.
- LCD screen 40-65 inch: € 564,48 TAV excl - € 1128,96 TAV excl. Available on a stand or to mount on the wall of your booth (please order the TV reinforcement as well).
- Graphics: Print panels, canvas prints, stickers
  - Printed fabric 250 cm height: seamless printing that covers the entire wall – € 202,86/m
  - Printed panel: full color print per panel - € 194,04 / panel TAV excl
  - Stickers: to brand your counter - € 104,37 / sticker TAV excl

- Electrical Equipment: Additional lighting, power supplies
  - Led spot on arm (addition): € 54,10 TAV excl per spot.
  - Multiplug (addition): € 47,82 TAV excl per multiplug.
  - A basic power connection is included in your booth package. In case you require more power:  
16A/230V/3,2 kW = € 117,60 – 32A/380V/10 kW = € 176,40 TAV excl – 63A/380V/22 kW = € 235,20 TAV excl.
- Plants:
  - Palm tree, 170 cm = € 63,06 TAV excl.
  - Small decoration plant = € 33,96 TAV excl.

#### 4. [Electricity](#)

A standard connection to the electricity grid is provided and is included in the rental fee. However, we kindly advise to bring or **order** sufficient extension cords and junction boxes with you so that you can connect to the electricity grid easily. **Extension cords and junction boxes are NOT available at the FMCCA.**

#### 5. [Badges, Access and Registration](#)

##### **DEADLINE: April 19**

Upon receiving the confirmation code, you will receive a link to register the employees or staff members for your booth.

#### 6. [General Rules & Disclaimers](#)

- All activities organised by companies involving participants in EuCNC 2024 are to be decided on in consultation with both the Organising and the Scientific Committees.
- The organisers reserve the right to change the exhibition floor plans if necessary.
- Distribution of drinks and meals must be in compliance with the rules of the FMCCA, which has its own caterer.
- Liability: in participating in EuCNC 2024 as a sponsor, companies agree that neither EuCNC 2024, the Organising Committee nor the Secretariat assume any liability whatsoever. Companies are requested to make their own arrangements in respect of insurance and organisation of their booth.
- In case of "Force Majeure" neither EuCNC 2024 as the organisers, nor Medicongress accept any liability.
- The organisers do not, in any manner, endorse any of the company product claims displayed or services provided in the exhibition during EuCNC 2024. The information given and the activities organised by companies are under their own full responsibility.
- By reserving a booth or sponsorship through the Reservation Contract, companies agree that they will not make any legal claims against EuCNC 2024, the Organising Committee, Congress Organisers, MediCongress, the Local Organisers, FMCCA, etc.
- The general rules of the FMCCA are applicable to all sponsorship.

#### 7. [Terms of Payment](#)

The Congress Secretariat will send an email confirming exhibition space and/or other sponsorship items as well as an invoice for a non-refundable payment of the total amount of the booking. This invoice is to be paid **within 30 days**. If not paid in time, the exhibition space and other sponsorship items become vacant again. Please clearly mention the invoice number on all payments.