

ESPC 2016

Exhibitor Manual



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Conference Location

The European Space Power Conference 2016 will take place in Thessaloniki, Greece, at the Porto Palace Hotel. For more information about the Conference Centre, we invite you to visit the official web site at the following address: www.portopalace.gr

The exhibition will take place in the 'Grand Pietra Hall'; - a dedicated area which location ensures maximum visibility to the participants. The poster sessions and all coffee breaks will also take place at the same area.

Hotel bookings.

For the ESPC 2016 special rates are negotiated at the conference hotel Porto Palace, and The Met hotel which is located within only 5 minutes of walking distance from the conference hotel. Both hotels can be booked upon availability. Please click [here](#) for the booking instructions.

Programme

The final programme will be available on the [Conference website](#) as of from Monday 12 September. You will notice that a dedicated time slot has been allocated for the Poster Session & Exhibition Opening.

Exhibitor Registration

The Exhibitor Package includes:

- The booking of a booth in the exhibitors hall with power socket, lighting, one table and 2 chairs
- Access to the exhibition hall and to the conference presentations/seminars for 2 persons (extra persons shall register to the conference as normal participants)
- One conference package per person
- The participation of each person to all conference coffee breaks, lunches and social events at the conference centre.

Exhibitor package does **NOT** include the ESPC Gala Dinner. However, Gala Dinner vouchers can be purchased as additional items for €100 per ticket via the ESA Conference Bureau esaconferencebureau@atpi.com. Please check your registration to see if you are currently signed up for the Gala Dinner.

Please note that the number of places for the Gala dinner is limited. Early registration is highly recommended.

Conference fee (for extra participants): €750.00 (excl. VAT) per person.

The on-line registration form for extra participants is available [here](#).

Booth Allocation and Floorplan

Please find in annex 1 the floor plan with the complete list of exhibitors and the allocation of stands, as well as the Conference Centre Map and the stand example.

The booth allocation and the floor plan will be displayed on the conference website by Friday 9 September.

Exhibition Opening Hours

The exhibition remains open at any time during the conference, but the exhibitors are asked to be present at their booth to meet the conference participants as a minimum during the poster session and all coffee breaks.

The exhibition area will be open for all participants from Monday 3 October, 14:00 hrs until Friday 7 October, 13:00 hrs.

The exhibit opening hours are:

Monday, 3 October:	14:00-19:30
Tuesday, 4 October:	09:00-17:30
Wednesday, 5 October:	09:00-17:00
Thursday, 6 October:	09:00-17:30
Friday, 7 October:	09:30-13:00

Set-up Times

Exhibitors are welcome to install their stands on **Sunday 2 October, from 16:00 to 20:00 hrs** and on **Monday 3 October, from 08:00 to 13:00 hrs**. A sign with your company name will indicate your display area.

Dismantling Times

Exhibitors are requested to dismantle their stands as of from **Friday 7 October, 14:00 hrs**.

Shipping

Exhibitors are responsible for all shipping arrangements and costs. The conference centre can store exhibition material as of Thursday 15 September. Please attach [this delivery label](#) on all your items that need to be shipped to the conference centre. It is important to mention all company details and booth number on the delivery label.

It is your own responsibility to ship the materials in time and arrange for return shipment.

Rental materials

Extra materials needed for your booth (lighting options, displays, extra furniture) should be rented through Exposystem, an external company. Please [click here](#) for the equipment catalogue.

Please use [these Order Forms](#) for renting other materials and the order form should be returned to the project manager of Exposystem, Mr. Nikitas Syrengelas: ns@exposystem.gr

Please note the following:

- Read carefully the instructions on the Order Form, providing information on the order procedure
- The deadline to place orders is **23 September 2016**

Industrial Sessions

A number of sessions dedicated to presentations of company products will take place during the conference. These industry sessions give organisations the opportunity to present what they do independently from the technical sessions.

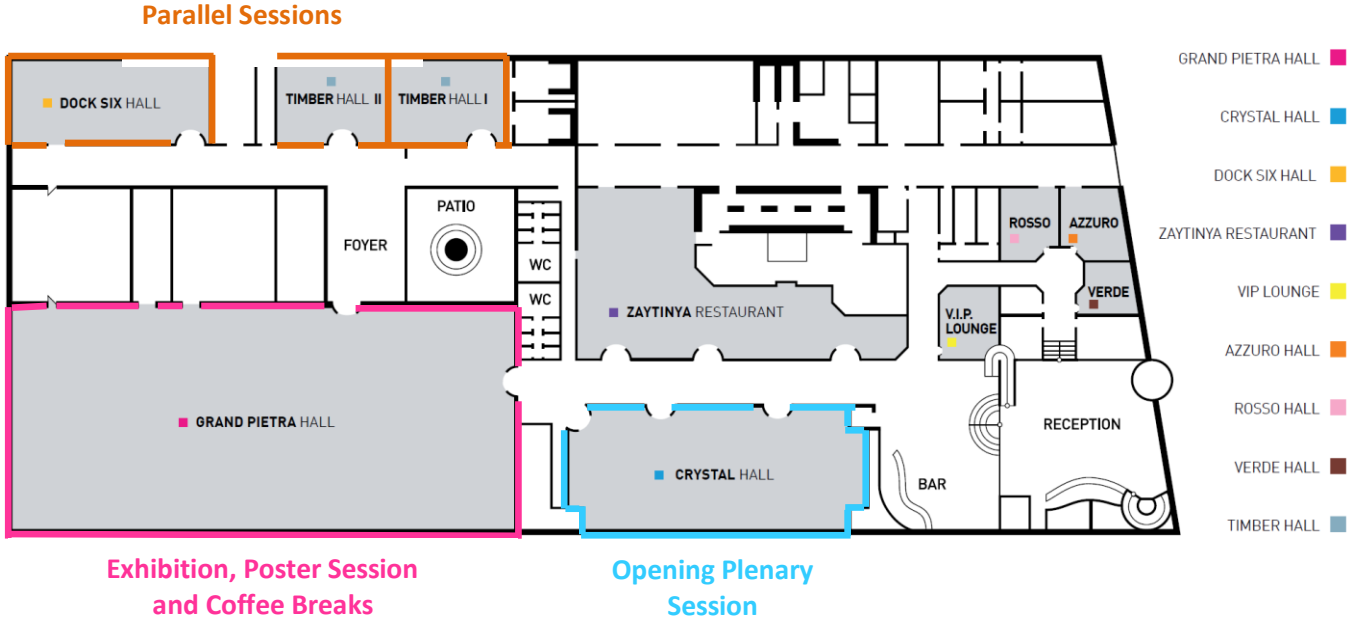
The industrial sessions will take place in a dedicated meeting room, on Tuesday morning and afternoon, and on Wednesday morning. Each company has a 30 minute time slot to present/show what they do. It can be a PowerPoint presentation of products or services, a demonstration of products or software, an exchange forum with the audience, etc. They are not associated to a paper.

Meeting Rooms

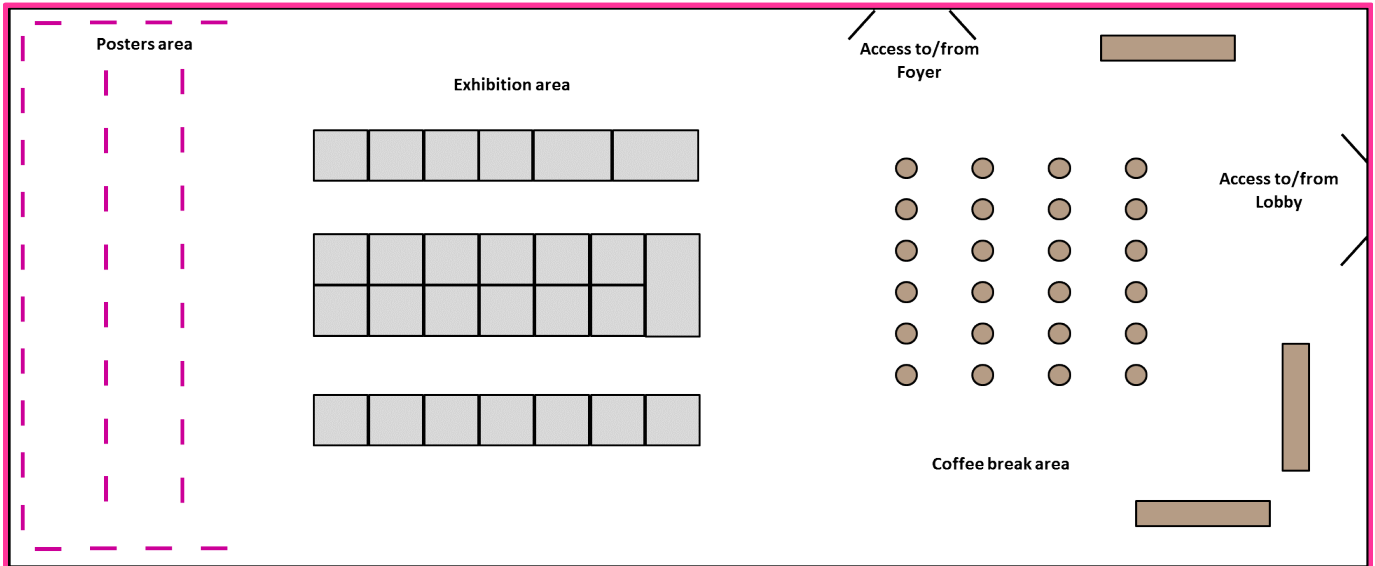
Free booking of small meeting rooms, accommodating up to 6 people each, is offered to exhibitors. A time slot can be booked at the registration desk during the conference.

Annex 1: Conference Centre and Exhibition Area floor plans

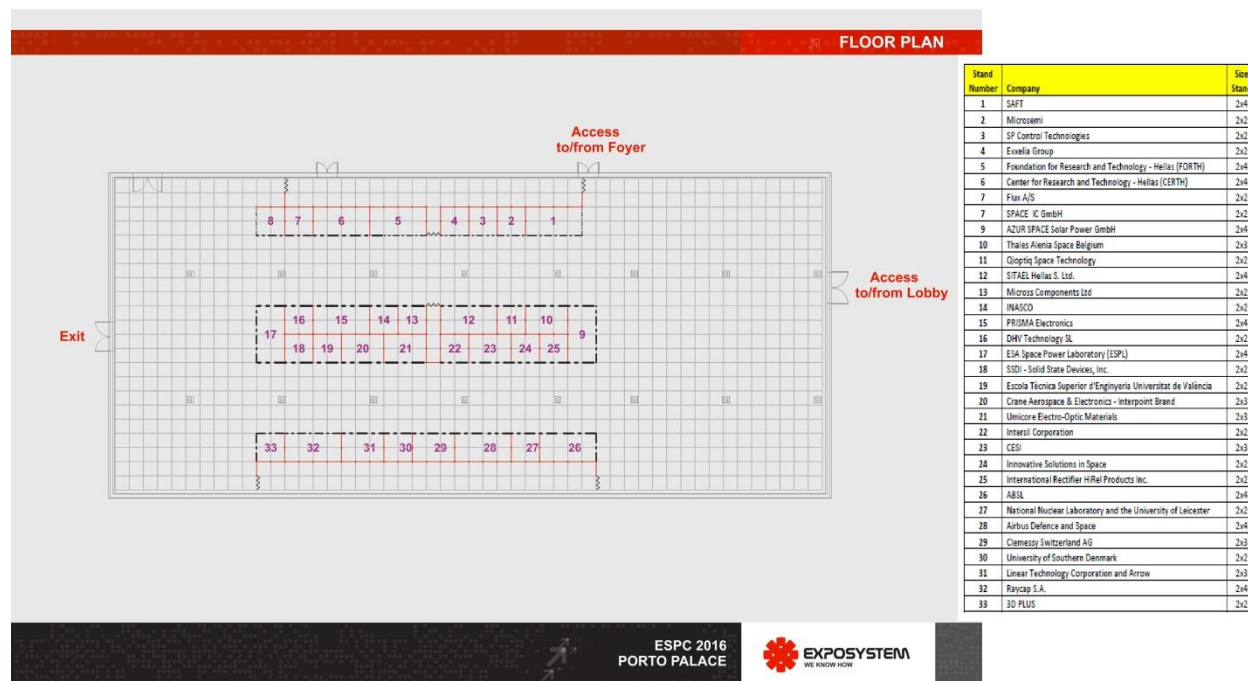
Conference Centre:



Exhibition Area:



Exhibition Floorplan:



Stand example and sizes:

Supplies Standard Stand

STRUCTURE: Octanorm standing support with circular section and silver color. Final height of stand is at 2,50m.

PANEL: Beige pvc panels

FASCIA: A pvc perforated fascia is placed over the stand's entrance. The fascia's height is at 30cm.

EXHIBITORS' LOGOTYPE: A white pvc surface of 1,50mx0,20m is placed on the fascia. This surface contains a print of the conferences name, the company's name and the stands' number.

ELECTRICAL EQUIPMENT: In every stand there's one socket 500watt/220volt and 3 spots of 500watt for every 6m² for lighting.

*The carpet is not included in the construction.



Standard stand
2 aspects (corner stand)



Standard stand
1 aspect



Stand Dimension



Details of metope
dimension



Details of panels dimension

