

EGI Community Forum 2015

10-13 November
Bari - Italy

<http://cf2015.egi.eu>



Exhibition Guide



The Event

Building Next Generation e-Infrastructures through Communities

The EGI Community Forum aims at gathering tool developers, infrastructure providers, data providers and research communities to work together towards open science. It usually gathers more than 300 delegates and stakeholders from all over Europe and it's the occasion for projects, collaboration groups and commercial enterprises to showcase and exhibit their work, the results of researches and their programs for the future.

The Venue

The EGI Community Forum will be held in Bari (Italy), from November 10th to 13th 2015 at Villa Romanazzi Carducci, Via Giuseppe Capruzzi, 326 Bari (mappa)

The Exhibition

The exhibition section will be located nearby a very high visibility area of the venue such as the coffee-break and lunch zones and will last from Tuesday 10th at 9:00 to Friday 13th at 18:00 according to the following schedule:

Monday	Mounting	15:00 – 19:00
Tuesday	Exhibition	9:00 – 18:00
Wednesday	Exhibition	9:00 – 18:00
Thursday	Exhibition	9:00 – 18:00
Friday	Exhibition	9:00 – 12:00

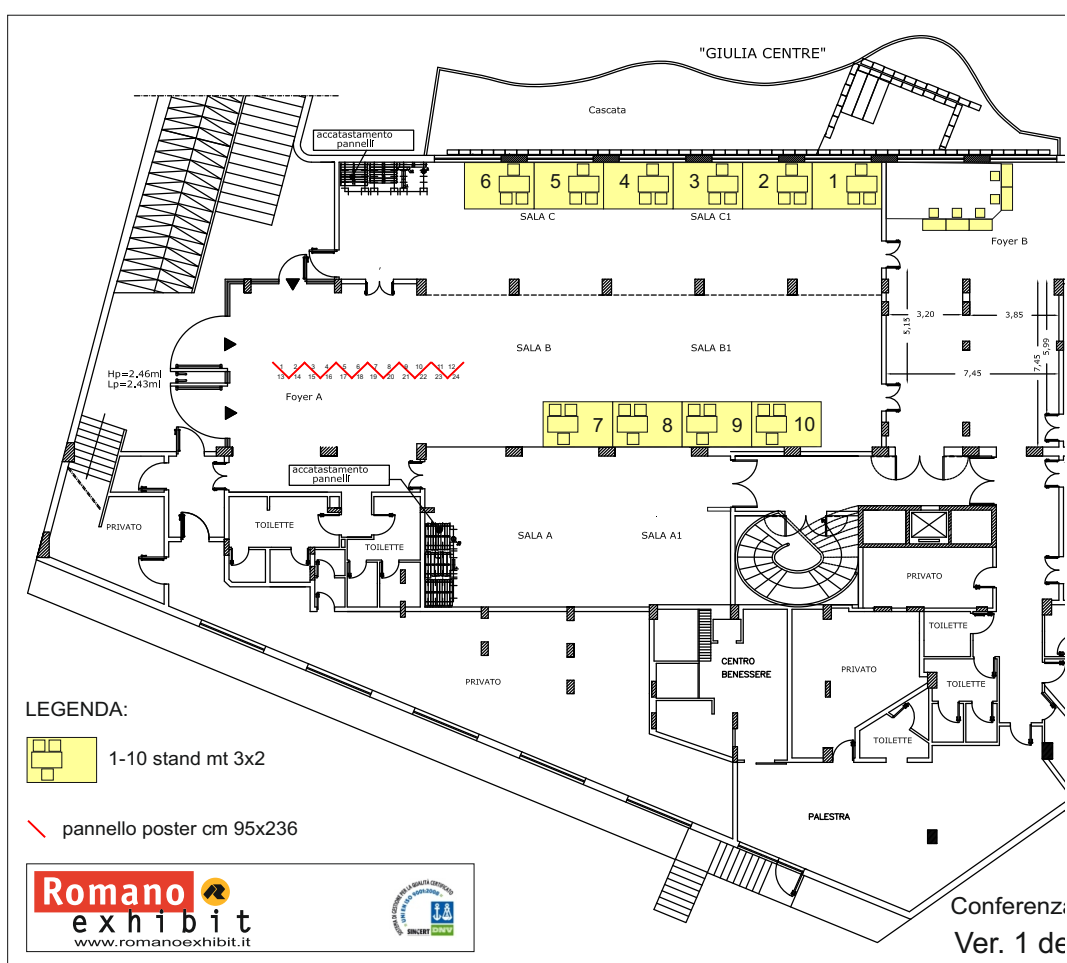
Booth Information

Exhibition booths of 6 square meter (3 x 2 m) for projects, academic institutions and other not-for-profit organizations cost € 550,00 for the full duration of the exhibition. It is not possible to hire a booth for just one day, or any other fraction of the exhibition. The price does not include individual passes. Attendants of the booth will have to register separately to attend the event. All booths should be constantly attended by a person in charge being the organizers not responsible for any damage, loss or other similar event that should occur during the exhibition. The booth fee includes:



- Aluminum frame 3 meter high (roof not included)
- Side and back white aluminum panels 2.50 meters high by 1 meter wide
- Fascia board 30 cm high
- Lettering on fascia board in regular letter and one color
- 2 spots lights of 120 watt
- Electricity box with 1 socket
- One table and two chairs.
- Basic cleaning

* Any other additional technical equipment not listed here (i.e.: laptop, desktop, monitor, projector, etc.), if needed, should be, preferably, ordered in the same order form and additionally charged. Payment for all extra equipment should be done together with the booth rental fee. Should the need for extra equipment arise in a later moment, please be aware that another form must be filled in and an additional payment should be issued.





Booking:

To rent a booth please fill in the attached form and send it by mail to: Salente@pd.infn.it by October 2nd, 2015. This is valid as expression of interest. Confirmation of booking will be sent only after the payment has been received. Booth assignment is made on the "first come first served basis".

Payment Terms:

100% of the total amount must be paid upon signature of the contract and not later than October 9th. Receipt of payment will be issued and delivered upon request.

Should the exhibitor not observe the terms of the contract, the Organizers may cancel the reserved space and rent it to another exhibiting company without being obliged to reimbursement.

Payments:

Payments can be made by bank transfer to:

COMITATO EGI CF 2015
UNICREDIT
AGENZIA 03769
VIA AMENDOLA, 118 - 70126 BARI
C/C N. 000103801930
IBAN CODE: IT48E0200804031000103801930
BIC SWIFT CODE: UNCRITM1TS9

Any enquiry regarding payments and receipt of payment should be sent to Mrs. Loredana Napolitano.

E-mail: loredana.napolitano@uniba.it

Cancellation Policy:

- From the organizers: The Organizers may modify or cancel the exhibition if unforeseen circumstances happen. In the event of a cancellation, the Organizers will reimburse the amount paid to the exhibiting company.
- From the exhibiting company: In the event that the exhibiting company cancels its participation in the Congress, the exhibiting company must notify the Organizers in writing to explain the reasons for rescission, in order to allow the Organizers to evaluate the possibility of reimbursement.
- Cancellations reimbursement: Before October 23rd 2015: 50% of the total amount will be refunded

After October 23rd 2015: No reimbursement will be allowed.



Delivery/Storage of materials:

All goods to be exhibited, if needed to be sent in advance, shall arrive at the EGI-CF2015 venue not earlier than November 5th 2015. Upon arrival, the exhibitors should find them in the assigned booth or, if not, should refer to the Villa Romanazzi Carducci reception desk.

Goods should be clearly labeled with the EGI-CF2015 mark, the exhibitor name, the assigned booth number, the referent person of the booth and a contact mobile number. During the exhibition, empty cases and boxes should be accurately stored in the booth without interfering with the surrounding areas. Should extra space for storage be needed, please refer to the venue reception desk.

Shipping Address:

EGI-CF 2015

c/o

Villa Romanazzi Carducci

Via Capruzzi 326

70124 Bari – Italia

Att. Mrs. Carmen or Mrs. Claudia

Tel. ++39 080 9184721

Mounting/Dismantling/Shipping Back:

Booths will be ready by Monday 9th, 2015 at 15:00

Mounting can take place from 15:00 to 19:00. Goods shipped in advance will be found in the assigned booth. EGI Community Forum Organizers rejects any liability for material not arrived or not found due to incorrect addresses.

Dismantling must start immediately after the Forum has ended. The venue cannot keep any boxes in storage after the tear-down of the exhibition. EGI Technical Forum Organizers will not be responsible for any item or material that has not been removed once the event is finished. At the end of the exhibition, no material should be left in the booth. Any material left in the booth after the exhibition will be considered as trash to be thrown away.

Organizers are not responsible for shipments and/or returning of the goods, if necessary. Exhibitors should consider the organization of shipment/delivery in advance and prior the closing of the exhibition.

Technical Secreteriat:

For any further technical information, please contact Mrs. Giuseppina Salente

Mail: Salente@pd.infn.it

Administrative Secreteriat:

For any further administrative information, please contact Mrs. Loredana Napolitano. E-mail: loredana.napolitano@uniba.it



Booking and Contract Form For an Exhibition Booth at EGI-CF 2015

To book a booth please fill in the form and send it (.pdf) to Salente@pd.infn.it
This is an Expression of Interest and is already a commitment. Please note that the **form is compulsory and should be sent by October the 2nd**. The booth will be confirmed upon receipt of payment.

We would like to exhibit during the EGI-CF2015 conference: Stand, rental period 10 – 13 November 2015. Prices are to be intended VAT exempt.

Company/Project name (for fiscal purposes):.....
 Address:
 Zip Code:..... City..... Country:.....
 Company VAT Number.....
 Contact person (referent for the booth):
 Phone:..... Mobile:.....Fax:.....
 Web page:..... E-mail:.....
Company/Project name (for nameplate/fasciaboard):.....

<i>Item</i>	<i>Quantity</i>	<i>Price</i>	<i>Subtotal</i>
Academic and/or Collaboration project Booth		€ 550,00	
LCD screen 32" **			
Laptop, please specify by crossing the desired (Windows - Mac) **			
Desktop 32" **			
Beamer + screen **			
Beamer **			
Brochures rack **			
		<i>Total Amount Due</i>	

**** For this item quotation and availability kindly send a mail of request to Salente@pd.infn.it**



INVOICE AND PAYMENT

Undersigned declares that the sum of EUR _____, representing 100% of the total amount has been paid / will be paid **by October 9th** (please indicate the case and, in case, attach the receipt)

TERMS AND CONDITIONS

The undersigned has read and accept the terms and conditions of booking and payment without reservation.

Upon request to the referent administrative person, a receipt of payment will be issued and sent.

DATE & PLACE: AUTHORIZED REPRESENTATIVE: SIGNATURE:.....

Company name (for nameplate/fasciaboard):