

All About Exhibition

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Space Only Rental

For smaller booths (less than 12 sqm), please book Shell Scheme

That includes:

- Exhibitors' badges
- 100-word company / product profile in the Final Program
- Cleaning of public areas and gangways
- Invitation to the Welcome Reception for registered exhibitors

Please note that Space only / Shell scheme rental does not include any furniture, electrical usage or stand cleaning. All these services and others will be available to order in the Exhibition Technical Manual.

ADDITIONAL BENEFITS

When you exhibit your company will receive the following additional benefits:

- Company logo on the conference website and mobile app, as an Exhibitor prior to the Conference
- Listing and profile in the Final Program

Note: If you are planning to have a joint booth with another company, a co-exhibitor fee may apply.

Shell Scheme Rental

- Exhibitors' badges
- 100-word company / product profile in the Final Program
- Cleaning of public areas and gangways
- Invitation to the Welcome Reception for registered exhibitor
- Shell scheme frame, basic lighting
- Fascia panel with standard lettering

Please note that Space only / Shell scheme rental does not include any furniture (other than listed above), electrical usage or stand cleaning. All these services

and others will be available to order in the Exhibition Technical Manual.

ADDITIONAL BENEFITS

When you exhibit your company will receive the following additional benefits:

- Company logo on the conference website as an Exhibitor prior to the Conference
- Listing and profile in the Final Program

Note: If you are planning to have a joint booth with another company, a co-exhibitor fee may apply.

Floorplan

[Exhibition Floorplan](#) Please contact me for details, pricing and booking form:

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Venue Maps

Lisboa Congress Centre (CCL)

Praça das Indústrias 1, 1300-307 Lisboa, Portugal

Exhibitors Badges Rules & regulations

ALLOCATION OF EXHIBITION SPACE

Space allocation will be made on a “first come, first served” basis. A completed Exhibition Booking Form and Contract must be emailed to ensure reservation of a desired location. Upon receipt of the Exhibition Booking Form and Contract, space will be confirmed, and an invoice will be sent. Please note that three alternative booth choices should be clearly indicated on the application form. Space allocations will be made in the order in which application forms with payment are received.

EXHIBITOR REGISTRATION

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 9sqm booked and one additional for each 9sqm after. Any additional exhibitors will be charged an exhibitor registration fee. Companies can purchase a maximum number of exhibitor registrations as follows:

- Booths of up to 60sqm – 15 exhibitor registrations
- Booths larger than 60sqm – 25 exhibitor registrations

Exhibitor registrations allow access to the exhibition area only and shall be used by company staff only. An exhibitor registration form will be included in the Exhibition Technical Manual.

EXHIBITION TECHNICAL MANUAL

An Exhibition Technical Manual outlining all technical aspects of exhibiting will be available approximately 3 months prior to the Conference. It will include the following:

- Technical details about the venue
- Final exhibition details and information
- Contractor details
- Services available to exhibitors and order forms

INSERT AND DISPLAY MATERIALS

- Please note that all materials entering the venue incur a handling charge. This includes materials for inserts and display.
- In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-advice” Form included in the shipping instructions when you receive either the Exhibition or Symposia Technical Manuals.

SITE INSPECTIONS

Exhibitors and Supporters are welcome to visit the Conference venue at their convenience. Please contact the venue directly to arrange this.

EXHIBITOR LOGO & PROFILE

You can submit your logo and company's profile, read important exhibitor information and complete orders for your stand on the Kenes Exhibitors' Portal. The exhibition manager will contact you with the link to the Exhibitors' Portal, including your personal login details.

EXHIBITION TERMS & CONDITIONS

The Terms and Conditions of exhibiting are included in the Online Prospectus and can be found here ([TERMS AND CONDITIONS.pdf](#)). Please note that signing of the Booking Form and Contract indicates acceptance of these Terms and Conditions. The Exhibition Booking Form will be held as a valid liable contract, by which both parties will be bound. An exclusive handling agent will be designated to the AD/PD™ Conference. The exclusivity of an agent for the handling needs of conferences refers specifically to work inside the venue. Exhibitors may use their own couriers up to the venue door and from outside of the venue door at the end of the conference. This organizational decision has been made for the safety and efficiency benefits to exhibitors and for the successful flow of the Conference.

PROMOTIONAL ACTIVITIES

All demonstrations or instructional activities must be confined to the limits of the exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor's stands. Sound equipment must be regulated and directed into the stand so that it does not disturb neighboring exhibits. Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise or music that is deemed objectionable.

Further details will be included in the Exhibition Technical Manual.