

## PRACTICAL INFORMATION FOR SPONSORS & EXHIBITORS

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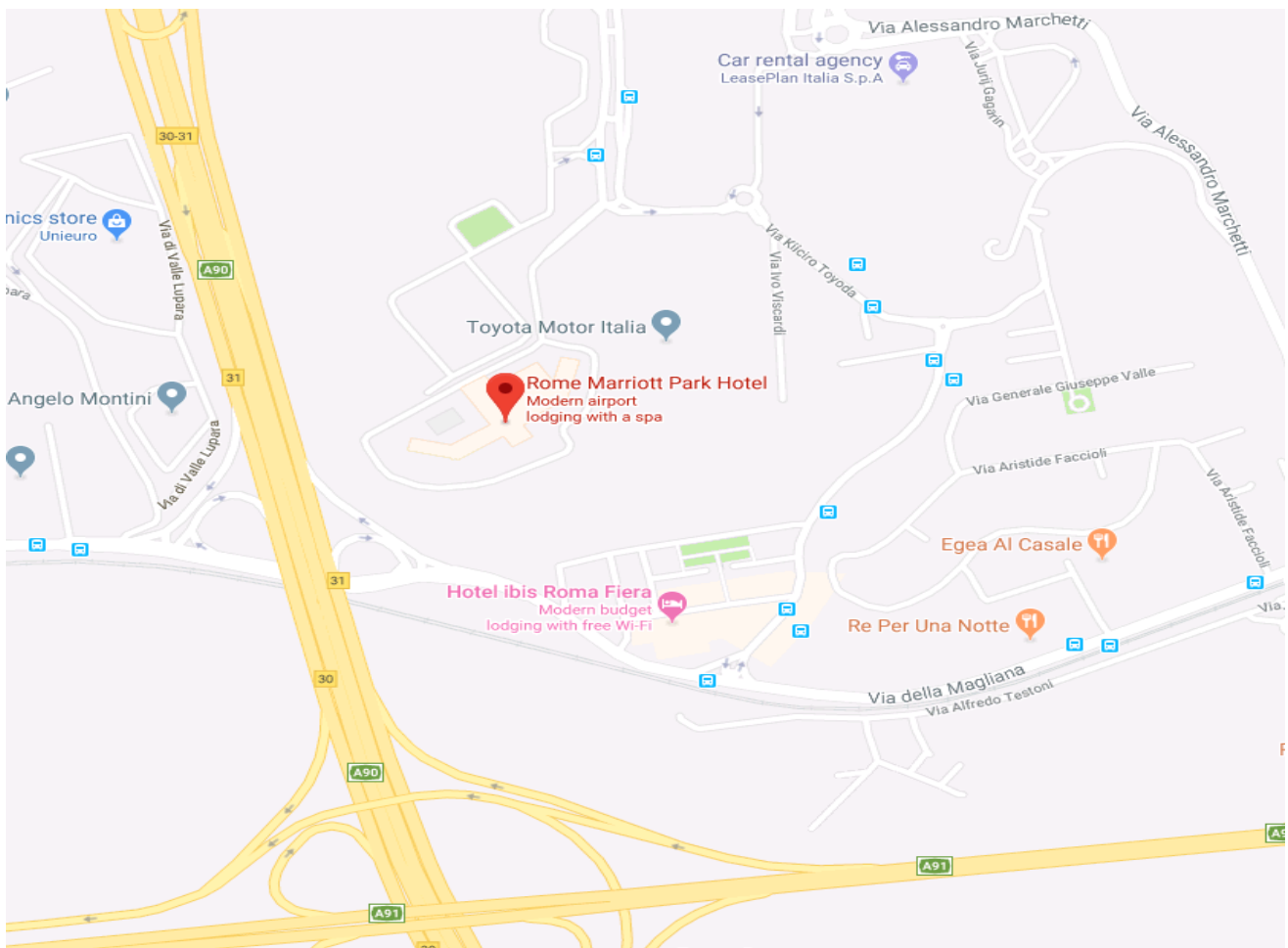
## CONFERENCE VENUE

Marriott Rome Park Hotel  
Via Colonello Tommaso Masala, 54  
00148 Roma  
Italy

## HOW TO GET THERE

Rome International Airport is located only 10 minutes from Marriott Park Hotel. There is a shuttle service from the airport to the hotel. Tickets are 5 EUR (one way) and the shuttle runs Mon-Sun: 07:00 AM - 00:00 PM, 03:00 PM - 08:30 PM. Alternatively, you can take a taxi - estimated price for the fare is 30 EUR.

## ACCESSING THE VENUE



## POWER SUPPLY

The venue can provide normal voltage power as well as different kinds of high voltage power.  
See order form [here](#). Please note the deadline is **June 10th, 2019**.

## WIFI

In case you need a dedicated LAN connection, this must be ordered by each stand individually via the order forms [click here](#).

Please note the deadline is **June 10th, 2019**.

## TECHNICAL GUIDELINES

For the technical guidelines, regulations provided by Marriott Rome Park Hotel please [click here](#).

## BUILDING REGULATIONS

Stand are not allowed to be higher than 2.50 meters is imperative for safety reasons.  
A higher stand will affect the alarms.

## ORDER FORMS

For ordering catering please [click here](#).

For ordering cleaning, electricity, furniture or technical equipment etc., please [click here](#).

Please note the deadline is **June 10th, 2019**.

## SHELL SCHEME/FUNITURE

For ordering of shell scheme and furniture, please contact ARCO Studio directly.

Their contact is :

**Elisa**

**info@arco-studio.net**

**progettazione@arco-studio.net**

**+39063328406/369**

Please note the deadline is **June 10th, 2019**.



## CONFERENCE TIMINGS

### BUILD UP

Saturday 22 June 2019 08-20:00 and Sunday 23 June 2019 08-11:00.  
The official opening of the exhibition is on Sunday 13 June 2019 18:00.  
*Please let us know the time of your build up.*

### TAKE DOWN/DISMANTLING

Wednesday 26 June: 15.00-23.00

### EXHIBITION HOURS

Sunday 23 June: 18:00-20:00  
Monday 24 June: 10:00-16:30  
Tuesday 25 June: 10:00-16:15  
Wednesday 26 June: 10:00-15:30

## OFFICIAL LOGISTICS PARTNER

DSV Solutions A/S is appointed as the official logistics partner at ECET 2019.

**Contact:** Henrik Glendorf  
[henrik.glendorf@dk.dsv.com](mailto:henrik.glendorf@dk.dsv.com)

Tel: +45 43 20 30 40  
Direct: +45 43 20 38 53  
Mobile: +45 40 40 39 89  
Fax: +45 43 25 35 10

DSV will be able to assist you with shipments to the conference.

For shipment labels, further instructions and handling tariff please: [Click here.](#)

### SHIPMENT OF STAND MATERIALS

For Shipment of stand materials label please : [Click here.](#)

Stand material must be sent directly to:  
DSV Solutions c/o FAIREXX – Logistics for Exhibitions GmbH  
Gottlieb-Daimler-Strasse 3  
DE-50181 Bedburg  
Contact: Daniel Riedel +49 (0)2233-405429-0

Packages must be labelled with the label provided from DSV.  
Please note the last day for delivery is **17 June, 2019.**



## INSERTS IN CONFERENCE BAGS

For Shipment of Bag inserts please: [Click here](#).

Delivery address:

DSV Solutions c/o FAIREXX –Logistics for Exhibitions GmbH

Gottlieb-Daimler-Strasse3

DE-50181 Bedburg

Contact: Daniel Riedel +49 (0)2233-405429-0 ECET 2019 / BAG INSERTS

(or Henrik Glendorf, +45 40403989, expo@dk.dsv.com) Packages must be labelled with the label provided from DSV.

## SHIPPING INSTRUCTIONS

For shipping instructions please: [Click here](#).

## PROMOTIONAL MATERIALS

### ADVERT IN FINAL PROGRAMME

If you have booked an advert in the final programme, please send it to the conference secretariat at: [cwl@cap-partner.eu](mailto:cwl@cap-partner.eu)

Deadline: **1 May 2019**

For Platinum Sponsors one full page and Gold Sponsors one-half page colour advertisement is included in the sponsorship package.

## ADVERT SPECIFICATIONS

**Full Page Advert:**

border to border, 210 mm (w) x 297 mm (h) (+ 3 mm bleed, cropmarks)

**Half page Advert:**

216 mm (w) x 151 mm (h) (+ 3 mm bleed, cropmarks)

108 mm (w) x 303 mm (h) (+ 3 mm bleed, cropmarks)

**Requirements:**

**CMYK**, High Resolution PDF.

All used font types must be included in the PDF.

TIF or JPG-files included must be **CMYK** and 240-304 PPI at 100% enlargement.

Please observe that logos included in a PDF should be **CMYK** colours (not Pantone).

**Deadline: 15 April 2019**



## REGISTRATION

### EXHIBITORS

#### **How to register stand personnel (included in the exhibition stand)**

Sponsors are asked to register stand personnel\* themselves through the [online registration](#) for ECET2019.

Each sponsor should choose the category *`exhibition stand personnel`* as participant type, and then choose the relevant ticket type.

It is mandatory to indicate the correct company name and stand number. It is not possible to register or purchase passes in no name.

#### **How to register full congress registrations (included in sponsorship package)**

Sponsors are asked to register their free participants\*\* (included in the sponsorship) themselves through the [online registration](#) for ECET2019.

Please choose the category *`Sponsor – free participant`* as participant type.

It is mandatory to indicate the sponsor company name and a valid code (**125HBO3Z1M**).

Each registration requires a name, first name, e-mail address, institution and country.

Kindly note: We reserve the right to change your registration if your status and amount of free registrations does not correspond with the ECET2019 exhibitor/sponsor list.

\*Stand personnel has access to the exhibition space

\*\* free participants are full registrations with access to all areas

All stand personnel and free participants must be registered **before 01 June 2019.**

Each exhibiting company will have a number of free exhibitor registrations depending on sponsorship level. Please forward the name, country and email of each exhibitor to the conference secretariat at [ave@cap-partner.eu](mailto:ave@cap-partner.eu)

If you wish to register more exhibitors than what is included in your sponsorship, the exhibitor registration fee is 100 EUR per person (excl. VAT).





## REGULAR PARTICIPANT/FULL REGISTRATION

Please use the online registration [here](#)

Please note the early bird deadline is **March 15, 2019**.

## GROUP REGISTRATION

For groups of more than 15 people, please forward the name, country and email of each exhibitor to the conference secretariat [ave@cap-partner.eu](mailto:ave@cap-partner.eu)

Please note the deadline for exhibitor and group registrations is **May 31, 2019**

## ACCOMMODATION

For more information about accommodation: [Click here](#)

Please notice that there are limited hotels in walking distance from the venue.

## CONTACT INFORMATION

FOR QUESTIONS REGARDING SPONSORSHIPS AND EXHIBITION, CONTACT:

Bent von Eitzen

E-mail: [bve@cap-partner.eu](mailto:bve@cap-partner.eu) Tel.: +45 7020 0305

